# MEANS CostWorks 2007 DOE Seminar Workbook version 3.0



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Means CostWorks DOE Seminar Workbook

# Welcome!

Welcome to the **RSMeans CostWorks 2007 DOE Training Seminar**. Our goal today is to increase your comfort and confidence in the *CostWorks* program.

In the morning session of this seminar, you will learn the basic functionality of *CostWorks*. We will utilize Chapters 1 through 4 of this workbook, as well as perform short exercises to increase your comfort level with the program. This will include screens that you will encounter and their components.

The afternoon session of the *CostWorks* Basic Training Seminar will wrap up the lecture part of the training and allow you to become familiar with the program by using it. This will be accomplished by giving you a variety of example projects to complete.

# History of CostWorks

CostWorks was created through a joint effort between RSMeans, a unit of Reed Construction Data, of Kingston, MA and Previsionary Inc. / Wintergreen Software of Fresno, CA.

CostWorks was first introduced in 1997 as an electronic version of Means annual cost data books.

CostWorks 1997 was released with all of the current titles except Light Commercial, Square Foot, Residential, Facilities Maintenance and Repair, Green Building, and Residential Repair & Remodeling. The Light Commercial and Square Foot titles were added in 1999, and the Residential and Facilities Maintenance and Repair titles were added in 2000. The 2001 release brought about subtle, yet useful changes to the Settings screen and navigation functionality. The 2002 release introduced the CostWorks Estimator. The Estimator allows the user to edit certain parts of Means data along with offering the ability to create custom line items and report templates. The 2005 release welcomed the addition of the Component Swapper feature of the Estimator. CostWorks 2006 (v10.x) updated the data and includes the ability to toggle between MasterFormat™ 95 and the new MasterFormat™ 2004. CostWorks 2007 (v11.x) features a redesigned Settings Screen as well as the addition of the Green Building and Residential Repair & Remodeling titles.

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# **Chapter 1: Introduction**

The CostWorks Basic Training Seminar has been designed to assist new and existing users in becoming more familiar with the functionality of the *CostWorks* program.

# **Overview**



RSMeans is the industry leader in providing important cost data for the construction and design industries. Now, CostWorks provides access to cost data from CD-ROM, allowing you to reference many volumes of cost data for your work. CostWorks helps you handle large amounts of information, lets you select the information that

you need, and gather it into a cumulative CostList. Finally, the CostList information can be exported for use in a spreadsheet program. All operations are accomplished with just a few clicks of the mouse.



CostWorks is a Windows<sup>™</sup> based application that runs on personal computer systems with access to a local CD-ROM drive. CostWorks uses powerful database technology to achieve quick access to huge data files. Nevertheless, this application is easy to learn and use because you accomplish all operations by clicking on items in toolbars above and below the cost data display.

Menus and icons in the top toolbar perform many functions. These functions include navigating through the program, selecting the data, and providing additional information. The CostCalc toolbar at the bottom of the screen lets you enter a quantity and accumulate cost data items. Accumulated cost items are placed into a holding area called a CostList. CostLists can be exported into formats suitable for other Windows applications, which may be used for calculation and preparation of your estimates. Using CostWorks consists of a series of points and clicks with the mouse.

# CD Titles

Each CostWorks CD-ROM contains 19 available RSMeans electronic titles. You activate the titles you have purchased by entering the Serial Number and Authorization Code found on the back of the CD-ROM case. You can purchase additional titles or change the titles you have with a simple phone call to RSMeans Customer Service, at 1-800-334-3509. YOU DO NOT NEED TO RETURN THE CD TO ADD OR SUBTRACT TITLES OR FEATURES.

# System Description

CostWorks is an interactive application. Source data and programming are supplied via the CostWorks CD-ROM located in your Windows system's CD-ROM drive. Finding and using cost data with this application is as easy as reading a Means Cost Data book. Information is displayed on your computer screen in precisely the same format as it is printed in a Means Cost Data book. CostWorks provides access through an easy to use interface. Clicking on buttons or tabs displayed on your computer screen invokes CostWorks functions. Data for your calculations may be gathered easily by selecting rows, entering a quantity, and adding these line items to a holding area that we call a CostList.

When you are finished adding Line Items, your CostList may be printed or saved to a file. If the *CostWorks* Estimator has been purchased, then the Estimator may be used to make adjustments to the data held in the CostList or to run reports on the data held in the CostList. Additionally, CostList data can be exported for use with spreadsheet applications.

# Starting CostWorks

From the Desktop, double-click on the CostWorks icon.

**CostWorks icon:** 



The program activates behind a splash screen, and the Settings screen is displayed. *CostWorks* preserves settings on the Settings screen. They remain the same as the last time the program was run.

Options at the top of the screen give you access to different functions, allowing you to set up your project. Tabs at the bottom of the screen give you access to different data sets. You can quickly access this data by selecting (clicking) a tab with the mouse.

# Typical Work Session

This section gives a quick overview of *CostWorks* functions. It is intended for users who are very comfortable with Windows. A *CostWorks* session proceeds as follows:

- 1. From the Settings screen, a user may:
  - Open Titles of Means Cost Data to be accessed.
  - Set the Location to which cost figures are adjusted.
  - Choose between MasterFormat 95 & MasterFormat 2004.
  - Create a new Project or open an existing Project.

Note: For DOE Models/Projects, "National Average Costs" must be selected for the Location and "Union" must be selected for the Wage Rate.

- 2. To display cost data, the user clicks on one of the data tabs at the bottom of the screen.
- 3. The user navigates through the cost data to find and select information needed for the estimate. Several methods of finding and selecting information are available. These methods include:
  - Icons such as "Go To Line Number" to find information by line number, "Search
    Index" to find information by keyword, and "Bookmark" to find information that has
    been previously marked. These features are also available via options in the
    Navigate menu.
  - Division dropdown menus that allow the user to browse by Division, Sub-Division or Major Classification
  - A Search Tree that allows the user to browse by Division, Sub-Division or Major Classification using either MasterFormat 95 or MasterFormat 2004.

- 4. After information is located and displayed, the user selects (clicks on) a Line Item intended for inclusion in the CostList. This action will display cost data for a single unit of the selected item in the CostCalc toolbar at the bottom of the screen. To add this information to the CostList, the user specifies the desired quantity of the item and then clicks the To List button.
- 5. After the To List button is clicked, the CostList appears. The user may then close the current CostList and continue to select cost data. *CostWorks* automatically opens the CostList each time data is added, so that the user can confirm the information that has been added.
- 6. The user continues, in the same manner, to add or remove cost lines to the CostList for use in the current project. Other CostList options allow the user to save, load or export the data from the project.
- 7. As a final step, the user may print the CostList, save the CostList, transfer it to the Estimator (if this feature has been purchased), or export the CostList for use in a spreadsheet program.

# Software Support

The RSMeans Software Support Department provides phone assistance to current *CostWorks* customers.

Please have the following information available when calling Software Support:

- Your *CostWorks* Serial Number (click on **Help, About CostWorks**)
- Your version of CostWorks (click on Help, About CostWorks)
- Your version of Windows Operating System. (i.e. Windows 98 SE, 2000, XP)

Before calling Software Support, follow these steps:

- 1. Read the relevant section or topic within the electronic help file that describes the procedure you are attempting to perform.
- 2. Write down what you were doing when the problem occurred. Write down all the steps and procedures so that you can explain it to the software support specialist.
- 3. If any error messages have occurred, write them down exactly.
- 4. To help provide quick and accurate assistance, please position yourself at a phone near your computer. This makes your hardware and software information immediately available.

A current valid *CostWorks* Serial Number must accompany all Software Support requests. Please include this serial number in all email correspondence and have the serial number available before calling the Software Support Department.

RSMeans Software Support via Phone: (800) 334-3509

RSMeans Software Support via Email: softwaresupport@rsmeans.com

# Help Files

The *CostWorks* program comes with a local HTML-based Help file system, which will open within a web browser. There are four ways to view the *CostWorks* Help files:

- From the Start menu, click **Programs** or **All Programs**, click the **CostWorks** folder, and then click **CostWorks Help File** or **Help File**.
- From within the *CostWorks* program, click the **Help** menu at the top of the screen and then choose **Help...**
- From anywhere within the *CostWorks* program, click the Help icon
- From the Settings Screen, click the "Click Here For Help" button shown below.



# **Chapter 2: The Settings Screen**

# **Overview**

This chapter describes the Settings screen. The Settings screen is where the parameters of the project (e.g., Project Name, Location, Wage Rate, MasterFormat) are set.

On the **Settings** screen, you can access the different functions in a variety of ways. Clicking on the menus at the top of the screen allows you to access the functions using a standard Windows interface. This Menu Bar at the top of the screen is used throughout the *CostWorks* program. Only the functions available to the current screen are accessible.

# The Title Bar

The Title Bar will exist on every screen in *CostWorks*. The Title Bar is the highest bar on the screen and will display to the user what year's data (or instead show *Seminar Version*) they are currently accessing as well as the user's project name. The following graphic shows an example of the Title Bar accessing 2007 data within a project named "Foundation Wall."



# The Menu Bar

Menus on the Settings screen are used to access various functions. Not all of these functions are available on each screen or tab.

Owners Name
Personalize the Settings screen with information that is used to connect to the CostWorks Homeport.

Open Project
Open Titles
Open Release Update
Order New Titles
Exit

Personalize the Settings screen with information that is used to connect to the CostWorks Homeport.

Create a new project or open an existing project.
Select the Data Titles to view in CostWorks.

Choose the Year and Quarterly update to be used.
Order additional data titles.

Exit CostWorks.

Edit

CostListOpen the CostList for the current Project.LocationSelect a Location Factor/city for the current project.Wage RateChoose between Union and Open Shop Wage Rates.This option is available with select titles.AdditivesSelect additives to add to Square Foot Models. Used only with Square Foot Models or Residential Square Foot Models.MasterFormatAllows for toggling between CSI numbering systems.

**Component Swapper** This option is used for the *CostWorks* Estimator and

will be discussed in Chapter 5:

**Toggle Navigation Tree** Allows you to hide/unhide the Search Tree.

**Select** 

**Settings** Access the Settings screen. **Estimator** Access the Estimator screen.

<u>Note</u>: The following options only appear if the purchased titles have that data available.

Unit CostsAccess the Unit Cost Data screen.Assembly CostsAccess the Assemblies Cost Data screen.Project CostsAccess the Project Cost Data screen.Square Foot ModelsAccess the Square Foot Models screen.

General Maintenance Access the General Maintenance Data screen.

Preventive Access the Preventive Maintenance Data screen.

Maintenance &

Repair Access the Maintenance & Repair Data screen.

**Residential Models** Access the Residential Models screen.

**Residential Assemblies**Access the Residential Assemblies Data screen.

**Resi R&R** Access the Residential R&R data screen

View

The options under the View menu change depending on the data you are viewing. A list of the column headings is displayed, and these columns can be turned off or on using the checkmarks on the left.

**Navigate** 

Line NumberSearch the data by line number.IndexSearch the data by keywords.BookmarkDisplay the bookmark screen.

**Tools** 

**References** Display reference information for the selected line.

**Tips** Display tips for the selected line item. Calculator Launch the default Windows calculator. **Dictionary** Launch the "Construction Dictionary." Launch the "Abbreviations" dictionary. **Abbreviations Graphic** Display graphics for the selected line item. Display Crew information for the selected line. Crew Display the components of the selected Assembly. Components **SmartPrint** Auto-adjust the height and/or width when printing, so that the printed results use a conservative number of

ac the printed results use a conserva

pages.

Help

**Help** Display the *CostWorks* Help Files.

**Means on the Web** Connect to the RSMeans website via the default internet

browser.

**About CostWorks** Display information about *CostWorks*.

# The Hot Spots

Hot Spots are hyperlinks that only appear when the mouse pointer is placed over the bold informational headings on the *Settings* screen. When clicked, these hyperlinks will launch a dialog box that will allow the user to choose from a variety of settings for that Hot Spot's topic.

The Hot Spots available on the *Settings* screen are:



Clicking on **CostWorks** located under the Menu Bar will display the "About CostWorks" screen that shows the user and copyright information.



Clicking on **Owner** will display the "RSMeans on the Internet" window. Here, you will be asked to enter your name, company name, and email address for updating your data.

# Release Update: Release Update

Clicking on **Release Update** on the *Settings* screen, or clicking on the **File** menu and then **Open Release Update**, will open the "Open Release Update" window. The "Open Release Update" window displays the quarterly updates that may be accessed for the currently open release. The user can then select the update they wish to use and click **OK**. If the user clicks the button labeled **Select Year/Release**, the Open Release window will appear and the user can choose what year's data they want to access. Other Open Release options include the following.

- <u>Automatically Search for Releases</u> scans your computer for the *CostWorks* release information and displays the drive and location of the data.
- Manually Search for Releases is for network administrators to locate the COSTDATA.ID file that may not be located by the Automatic Search. The COSTDATA.ID file is the mechanism used to locate the directory for CostWorks data on your computer.
- Cancel exits from the Open Release and leaves all settings as they were previously set.
- **OK** exits from the **Open Release** and activates the settings that were selected by you. To switch between different releases or years of cost information, click on the release information you want to access and click on **OK**.

# Open Titles: Open Titles

Clicking on **File**, **Open Titles** or clicking on **Open Titles** on the *Settings* screen will open the Open Titles window. The Open Titles window shows a checkmark to the left of the titles that are currently open. Empty check boxes mark the titles that are available. The titles you have access to will be in **bold** print, while those titles not yet purchased will be grayed out.

- Moving the mouse over the listed title brings up information about that title. The information is displayed on the right side of the *Open Titles* window.
- In addition, clicking the mouse on the title or anywhere in the functional area enables options for that function.
  - ❖ You select titles to open or close by clicking the mouse on the title.

- ❖ You can open one title or several similar titles at once.
- ❖ Any combination of titles within the same grouping can be selected.
- All titles in a group can be selected with one click. Either select the All of the following line at the beginning of a listed group, or select individual titles in that group.
- ❖ Titles in separate groups cannot be opened at the same time. Selecting a title from a different group automatically un-selects any previously selected titles.
- Clicking the Order Additional Titles button at the bottom of the screen will display the Order Additional Titles window.
- Clicking the Cancel button will close the Open Titles window and no changes will be made. Clicking the OK button will open the data titles that are currently selected.

Note: Data tabs will appear at the bottom of the screen when titles are opened. Possible data tabs include: **Unit Costs, Assembly Costs, Project Costs, Square Foot Models, Residential Models, Residential Assemblies, Maintenance & Repair, Preventive Maintenance, General Maintenance,** and **Residential R&R.** The choice of data tabs will vary depending on the title or titles that are currently opened.

# MasterFormat™:

#### MasterFormat

MasterFormat<sup>™</sup> is a specification standard by which construction requirements, products and activities are organized. The purpose of such a standard is so that communications between professionals in the construction industry can have a common basis.

The MasterFormat<sup>™</sup> option allows you to toggle between MasterFormat 95 (created in 1995 and organized into 16 Divisions) and the new enhanced MasterFormat 2004 (created in 2004 and organized into 50 Divisions). MasterFormat 2004 was created for the purpose of replacing and improving MasterFormat 95. Part of the reason for this improvement was due to the growing number of modern technologies, materials and procedures that were not already covered by MasterFormat 95.

With the release of *CostWorks* 2006, both MasterFormat numbering systems are available to the user of the *CostWorks* program. For data prior to 2006, only the MasterFormat 95 numbering system will be available to the user.

MasterFormat<sup>™</sup> is a product of the Construction Specifications Institute (CSI) and Construction Specifications Canada, and it is published by CSI. More information on CSI and MasterFormat can be obtained by going to the CSI website, at http://www.csinet.org.

# Location: Location

The **Location** option allows you to adjust the Means Cost data with regional factors. Once you have accessed a data set, you can change the Location by clicking the **National Average Costs** button (found on the upper-right portion of the screen). This will allow you to specify the project's location. This action automatically modifies costs based on the RSMeans City Cost Index (CCI), which is an adjustment to the average national cost to reflect local factors. Once you have selected a location, this button will reflect the city and state you have chosen.

Clicking on **Edit**, **Location** or clicking on **Location** on the Settings screen will open a "Select Location" window as it appears below.



- In the left column, choose a state or choose **Canada** and then select one of the available cities from the right column. If Canada is selected, a list of cities will be displayed along with their corresponding province.
- Enter a U.S. Zip Code to automatically select the state and city for that Zip Code. The first three digits are the Zip region, upon which the indexes are based.
- Click the Use US National Averages button to use the U.S. national average costs.
- Click the **Location Factor Detail** button to display a list of the index values used to adjust the U.S. national average costs to the selected locality.
- Click the **Cancel** button to close the "Select Location" window without making any changes.
- Click the **OK** button to set the Location to the city cost index for the city that has been chosen.

# Wage Rate:

Wage Rate

Click on **Wage Rate** on the Settings screen, and if the feature is available for the open titles, a "Select Wage Rate" window will appear. The selected wages, either Union or Open Shop, will adjust the currently open title or titles to the selected labor rates. This feature can only be used with union-based wage rate cost data titles (*Assemblies, Building Construction, Concrete & Masonry, Electrical, Green Building, Heavy, Interior, Mechanical, Plumbing, Site Work & Landscape, Square Foot*) or with open shop-based wage rate cost data titles (*Open Shop* and *Light Commercial*).

- Selecting **Union Cost** will set the wage rates to union labor rates.
- Selecting **Open Shop Cost** will set the wage rates to open shop (non-union) labor rates.
- The **Cancel** button, at the bottom, returns you to the Settings screen, and no adjustment is made.

# **Project Name:**

**Project Name** 

The **Project Name** hot spot of the Settings screen displays the name of the current project. All related CostLists and notes are stored in this **Project** area automatically. Clicking on **File, Open Project** or clicking on **Project Name** on the Settings screen will open the Select Project window. Options on the Select Project window include:

- To select an existing **Project**, click on the desired project on the list of available projects displayed and then click the **Open** button.
- Clicking the **New** button creates a new project and note.
- Clicking Copy allows you to copy the selected project's CostLists, bookmarks, and notes to a second location on your computer.
- Clicking **Backup** allows you to backup the selected project to a new location.
- Clicking **Erase** lets you delete a project and its notes. *CostWorks* gives a warning and requests confirmation before the project is erased.
- Clicking **Folder** allows you to rename the folder with a more descriptive name than the default project folder name.
- Click the **CostLists** button to launch the CostList Viewer that can be used to view the CostList(s) contained within the active project.
- Click the **Projects Location** button to set the default location, or parent folder, for where your projects are to be saved.
- Click the **Check Spelling** button to check the spelling of the information that you typed into the Notes area.
- Click the **Print Notes** button to print the information that you typed into the Notes area.
- Clicking the **Cancel** button, at the bottom of the project area, will close the Open Project window.
- The Open button allows you to open the currently highlighted project.

# **Project Notes:**

**Project Notes** 

Clicking the **Project Notes** Hot Spot will also open the "Select Project" window.

#### **CostWorks Tips:**

Displays tips and hints about the program and basic estimating concepts.

# CostList Viewer

The CostList Viewer is used to view the CostLists that are contained within a project. In the event that you choose not to renew your *CostWorks* subscription, the CostList Viewer can still be used to access any saved CostLists. The CostList Viewer is accessible from the "Select Project" window.

To open the CostList Viewer:

- 1. Click the **Select** menu and then click **Settings**.
- 2. Click the **File** menu and then click **Open Project**. This will display the "Select Project" window.
- 3. From the "Select Project" window, click the **CostLists** button. This will display the "CostList Viewer" window.

# Connect to RSMeans on the Internet

The **Connect to RSMeans on the Internet** button (located at the bottom of the Settings screen) is used to connect to RSMeans resources on the Internet.

These resources include:

- The RSMeans website (www.rsmeans.com), which is full of useful construction information, resources, and great deals for purchasing Means products.
- The Means *CostWorks* Homeport, which is an area of the RSMeans website that is reserved for *CostWorks* users. This area contains helpful hints and quarterly data updates.

To connect to these resources, use one of the following methods within *CostWorks*:

- Click the **Connect to RSMeans on the Internet** button at the bottom of the Settings screen. Type in the requested information and then click the **OK** button.
- Click the **Help** menu and then click **Means on the Web**. Type in the requested information, and then click the **OK** button.

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# **Chapter 3: Navigation**

# **Overview**

This chapter will detail the Data Screens that appear when a specific tab has been clicked. The Data Screens may look different, but their functionality is primarily the same. First covered will be the types of Data Screens.

# Data Screen Types

CostWorks consists of two types of screens:

- Line Item screens
- Model screens

Each screen will grant the user access to its specific data.

# **Line Item Data Screens**

The screens that present data in Line Item form are:

Unit Costs Maintenance & Repair
Assembly Costs Preventive Maintenance
Residential Assemblies General Maintenance
Project Costs Resi R&R

This is an example of a block of Line Item data:

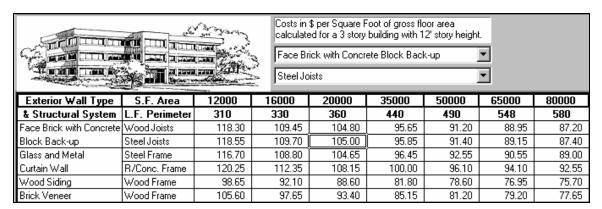
0		08 51 13 Aluminum Windows	Crew	Daily Output	Labor Hours	Unit	Bare Mat.
10	0010	ALUMINUM SASH	95 V	1	Si .	7 /	
	0100	Fixed casement	2 Sswk	200	.080	S.F.	12.10
	0150	Picture window	2 Sswk	200	.080	S.F.	13
	0200	Projected window	2 Sswk	200	.080	S.F.	28
	0250	Single hung	2 Sswk	200	.080	S.F.	14.10
	0300	Sliding	2 Sswk	200	.080	S.F.	18.25
	1000	Mullions for above, tubular	2 Sswk	240	.067	L.F.	4.75
	2000	Custom aluminum sash, grade HC, glazing not included, minimum	2 Sswk	200	.080	S.F.	34
	2100	Maximum	2 Sswk	85	.188	S.F.	44

## **Model Data Screen**

The following screens will present their data in Model form.

- Square Foot Models
- Residential Models

Below is an example of Model Data:



# Screen Descriptions & Navigation

Tabs are your gateway to the data screens. Click on the appropriate available tab to access the data screen you are looking for.



Another way to navigate through *CostWorks* screens is to use the options in the Select menu. Click the **Select** menu and then click the name of the screen that you would like to view. *CostWorks* will display that screen.

Here is a description of what you will find on each screen:

## **Settings screen**

The Settings screen is where you can set or change the parameters for your project. The Settings screen is described in detail in *Chapter 2: The Settings Screen*.

# **Estimator screen**

The Estimator screen is an option available for purchase that allows the user to create custom line items, edit line items transferred from the Means database, create custom estimate templates, and create custom reports and report templates.

# **Unit Costs screen**

The Unit Costs screen shows the cost per unit of measurement of a building component. The Unit Costs screen will give the user access to unit costs for thousands of building components.

## **Assembly Costs screen**

Assembly Costs are a grouping of several trades into building components or broad building elements. The Assembly Costs screen will give the user access to assembly costs for thousands of these grouped elements.

# **Residential Assemblies screen**

The Residential Assemblies screen will give the user access to about one hundred commonly used residential construction systems with a wide variety of alternative specifications and prices.

# **Project Costs screen**

Project Costs are used for initial project planning and based upon historical data including cost of construction, professional compensation, land, furnishings and equipment, financing, and other charges.

# **Square Foot Models screen**

The Square Foot Models screen is used when only the approximate size and building parameters are known. The database organizes base building costs (per square foot of floor area) for 70 model buildings. These are grouped into Commercial, Industrial, and Institutional categories.

# Residential Models screen

The Residential Models screen organizes base building costs (per square foot of floor area) for 30 square foot cost models. These are grouped into Economy, Average, Custom, and Luxury categories.

# **Maintenance & Repair screen**

The Maintenance & Repair screen will display a listing of common maintenance tasks including renewal, replacement, repair, and refinishing performed at facilities.

# **Preventive Maintenance screen**

The Preventive Maintenance screen provides the framework for a complete PM program including a comprehensive list of equipment, actual PM steps, and budget documentation.

#### **General Maintenance screen**

The General Maintenance screen provides labor-hour estimates and costs to perform day-to-day cleaning. This data is used to estimate cleaning times, compare and assess estimates by cleaning companies, or to budget in-house staff.

## Resi R&R screen

Primarily for the building contractor and remodeling contractor needing construction cost data for small repair and remodeling projects. All information is formatted by construction category and cost element breakouts/tasks. The cost breakout is by task or item basis. The format allows you to easily identify and locate the cost data required to estimate and complete the job.

# What Makes up a Data Screen?

#### The Title Bar

The Title Bar will exist on every screen in *CostWorks*. The Title Bar is the highest bar on the screen and will display to the user what year's data (or instead show *Seminar Version*) they are currently accessing as well as the user's project name. The following graphic shows an example of the Title Bar accessing 2007 data within a project named "SAMPLE."

# CostWorks 2007 DOE Version 3.0 - SAMPLE

The Title Bar is also where the user can minimize, maximize, or close the program.

## The Menu Bar

Menus on the *Settings* screen allow you access to various functions. Not all of these functions are available for every screen. The following graphic depicts the Menu Bar.



The options of the Menu Bar are detailed in Chapter 1 of this workbook, and they are the same as on the *Settings* screen.

# **The Icon Bar**

**Go To Line Number** lets you move to a particular *Division, Sub-Division,* or *Major Classification* of data by entering a partial or complete line number.

**Search Index** allows the user to type a full or partial keyword and then retrieves the closest results from within the database.

**Bookmark** functions are analogous to placing a physical bookmark in a volume and using it later to find your place. If a bookmark exists, Bookmark is a convenient and fast search method. Once you have accessed a line item by any of the search methods, it is a good idea to immediately bookmark that line item if you intend to use that same line item often.

The **CostList** is the area where *CostWorks* stores the lines that you have selected for your project. The CostList is an itemized list with a running total. The CostList may be printed, transferred to the *CostWorks* Estimator, or exported for use in a spreadsheet program.

**References**: This icon will appear in the top toolbar when reference information exists for the selected line. Clicking on the *References* icon or clicking the **Tools** menu and then **References**, will display a menu of available references. The available reference information varies depending on which titles are currently opened and which screen is being displayed.

**Graphics**: Some line items have an associated graphic. If a graphic is present, the item record number will be shaded and *CostWorks* will display a Graphics icon in the top toolbar. Clicking on this icon or clicking on **Tools**, **Graphic** from the menu displays the graphic in Adobe Acrobat Reader. (See the Adobe Acrobat Reader On-Line Help for more information on using Adobe Acrobat Reader.)

**Crew:** If the currently selected line has a crew associated with it, click on this icon (or click on the **Tools** menu and then click **Crew**) and a "Crew Lookup" window will open. This window will display information about the composition of the work crew specified in the current line. <u>Note</u>: Cost information in the "Crew Lookup" window will always be displayed in U.S. National Average Costs.

**Components:** An assembly is a group of related line numbers or *Components* organized around a task. To show the components of an assembly, click on the *Components* button, or click on **Tools, Components** from the menu. This will display the unit price line items and their respective quantities that have been included in the development of the total assembly price.

**Tips:** Click this icon (or click the **Tools** menu and then click **Tips**) to provide helpful hints on how to use the system more efficiently and other estimating information.

Calculator: The system provides the user with quick access to the Windows calculator. This allows for quantifying results regarding specific job sites quickly and easily. To access the Calculator, click on the Calculator icon or click on Tools, Calculator from the menu.

**Dictionary:** The system provides the user with an in-depth *Dictionary,* which defines all the construction terms used by *CostWorks* and many more as well. To access the *Dictionary*, click on the *Dictionary* icon found on the top portion of the screen, or click on **Tools**, **Dictionary** from the menu.

**Abbreviations:** The system provides the user with a list of *Abbreviations* for all construction terms used by *CostWorks*. To access the list of *Abbreviations*, click on the Abbreviations icon found in the top portion of the screen, or click on **Tools**, **Abbreviation** from the menu.

**Component Swapper:** This option is used by the *CostWorks* Estimator and will be discussed in *Chapter 5: Estimator – Introduction*.

CostWorks Help: Launches a web browser screen and opens the CostWorks Help File. You do NOT need to be connected to the Internet to view the CostWorks Help File.

# Working with a Data Screen

There are four ways to navigate through *CostWorks* to find a specific line item. They are:

- Menu Bar options
- Icon Bar options
- Dropdown menus
- The Search Tree

# **Menu Bar Options**

The *Navigate* option of the Menu Bar will access three options:

- Line Number (Go To Line Number icon)
- Index (Search Index icon)
- Bookmark (Bookmark icon)

# Icon Bar Options



# **The Go To Line Number Icon**

The **Go To Line Number** icon lets you navigate to a particular **Division, Subdivision,** or **Major Classification** of data by entering a partial or complete line number.



# **The Search Index Icon**

Search Index (to access a line by keyword):

- a. Click on the **Search Index** icon on the top toolbar, click on **Navigate**, **Index** from the menu, or press CTRL-I on your keyboard and *CostWorks* will display the "Search Index" window.
- b. Enter all or part of the keyword in the dialog box as follows:
  - Enter a word or the significant part of a word.

<u>Example</u>: Entering **door** will find the number for the first line of information about doors. If the system cannot find the word, it will go to the closest occurrence of the word. Entering **wind** will find the first line of information about windows.

- When the keyword is found, the dialog box also displays the number, which identifies the line item within the cost data.
- Double-click on the item and CostWorks jumps to the line item corresponding to the keyword and code number. Highlighting the item and clicking Enter or clicking on the Go To button on the bottom right will achieve the same result.



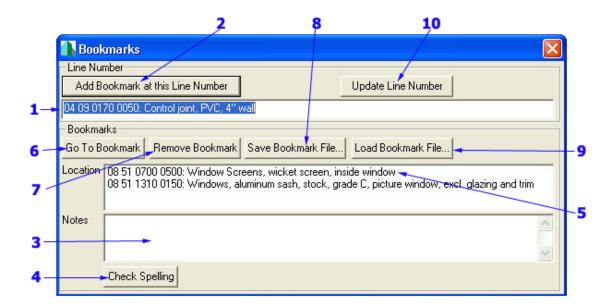
# **The Bookmark Icon**

Setting a bookmark in *CostWorks* is just like placing a physical bookmark in a book for finding that page later. Once you have accessed a data line by a search method, creating a bookmark for that data line will make it easier to navigate to that data line in the future.

There are three ways to open the "Bookmarks" window:

- Click the **Navigate** menu and then click **Bookmark**.
- Press CTRL-B on your keyboard.
- Click on the **Bookmark** icon.

This image shows the "Bookmarks" window:



#### 1. Current Line

This box shows the line number and description for the currently selected line or bookmark.

#### 2. Add Bookmark button

Click this button to Add a bookmark for the current line.

Note: If the bookmark already exists, no duplicate entry will be created.

#### 3. Notes area

The Notes area can be used to add comments about this bookmark.

#### 4. Check Spelling button

The Check Spelling button is used to check the spelling in the Notes area.

#### 5. Location area

The lines in the Location area are bookmarks that have been saved. Click to highlight one of these lines to activate it. When active, the bookmark will appear in the current line area.

#### 6. Go to Bookmark button

The "Go to Bookmark" button navigates (on the data screen) to the bookmark that has been selected.

Note: The "Bookmark" window can remain open while navigating within the data screen.

#### 7. Remove Bookmark button

The "Remove Bookmark" button deletes the selected bookmark.

#### 8. Save Bookmark File button

The "Save Bookmark File" button is used to save the current bookmark file. *CostWorks* displays a "Save As" window that is used to save the file. Saving a bookmark file results in a file name that consists of the name you specify plus the suffix ".mrk" (example: myfile.mrk).

#### 9. Load Bookmark File button

The "Load Bookmark File" button is used to load a saved bookmark file. *CostWorks* will display a warning window advising that the current bookmark file should be saved before proceeding. *CostWorks* asks, "Do you want to stop now so you can save the current bookmark file first?"

- Click the Yes button to cancel the load action.
- Click the No button to proceed with loading a bookmark file.



**CAUTION:** Loading a bookmark file without first saving the current bookmark file may result in a loss of bookmark data.

## **10. Update Line Number Button**

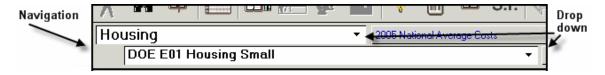
Clicking on the "Update Line Number" button will refresh the displayed information to that of the currently selected data line.

## **Dropdown Lists**

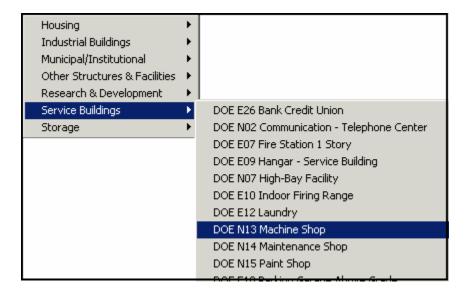
The Dropdown Lists are used to help you locate line items by leading you through Division, Groups and Subgoups. To navigate the data via Division (Level 1), Level 2, 3, & 4, click on the arrow of the appropriate title level.

This graphic shows the flow of the Dropdown menus:

This image shows the Major Category dropdown list with "Housing" selected and the Model Selection dropdown list with "DOE E01 Housing Small" selected:



This image shows the Major Category dropdown list (on the Square Foot Models screen) after it has been selected:



# **Accessing Cost Data**

The first three lines in the Cost Data area of the screen (and of any division) identify the Division, Subdivision, and Major Classification.

- Clicking on any of these lines displays menus that list choices within that category.
- Clicking on a menu item invokes the next level of menus.
- Double-clicking on the description of a line item reveals a subset for that category. Click on the classification you wish to access.

# **Selecting a Line Item**

After you access the particular *Division, Subdivision*, or *Major Classification* that contains the line item:

- 1. Position the cursor at the line item and click. The selected line will appear highlighted on the data screen.
- 2. *CostWorks* updates the CostCalc toolbar (at the bottom of the screen) with information from the selected line.

## **The Search Tree**

When viewing the *CostWorks* data lines from either the Unit Costs screen or the Assembly Costs screen, there will appear on the left side of the screen a Search Tree. This is one of several resources used for locating particular data lines or categories of data lines.

By clicking the plus sign to the left of a category, that category's subcategories will be displayed. By "drilling down" through the subcategories in this manner, one is able to quickly locate specific subcategories. When a category or subcategory is selected from this Search Tree, that category of data is automatically displayed in the main window area to the right of the Search Tree.

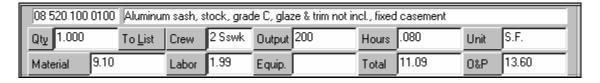
This Search Tree is an example of what appears when accessing the Unit Costs screen:

This image shows the Unit Cost screen search tree opened to "06110100 Blocking":	This image shows the Assembly Cost screen search tree opened to "C3010 235 Paint Trim":		
<ul> <li></li></ul>			
⊕ 06050 Basic Wood / Plastic Materials / Methods     □ 06100 Rough Carpentry     □ 06110 Wood Framing     □ 06110100 BLOCKING     □ 06110150 BBACING	<ul> <li>□ C3010 Wall Finishes</li> <li>□ C3010 230 Paint &amp; Covering</li> <li>□ C3010 235 Paint Trim</li> <li>□ □ C3020 Floor Finishes</li> <li>□ □ C3030 Ceiling Finishes</li> </ul>		

# The CostCalc

When you highlight a Line Item, *CostWorks* displays the line number, description and cost data from the line item in the fields of the CostCalc toolbar located at the bottom of the screen.

This image shows an example of the CostCalc area with line item 08 520 100 0100 displayed.



Important information about the CostCalc area:

- Change the amount in the **Qty** field if more than one unit of the selected Line Item is required. If the **Qty** field is updated to a different value, the numbers in the CostCalc are updated to reflect the quantity of items specified.
- Click the **To List** button to send the line item to the CostList.
- Fields in the **CostCalc** toolbar correspond to the columns on the data screens.

# **Specifying Quantity of an Item**

When a line is accessed (or selected), its values are automatically displayed in the *CostCalc* area. These values specify costs for one item.

The values shown initially correspond to the costs for one item. When you enter a number greater that one into the Qty (quantity) field the field values of the CostList are multiplied by that number and the quantified totals are shown on-screen.

<u>Example:</u> If you selected stone treads, the CostCalc fields show costs for one tread. If you enter 16 in the Qty field, *CostWorks* will revise corresponding fields in the CostCalc to show values for 16 stone treads. This information is transferred to the CostList when you click the **To List** button.

Note: Clicking on the *Qty* button of the CostCalc area resets the quantity to 1.000 and activates that cell.

## **Showing and Hiding Columns**

To simplify viewing of the cost data, you may choose to hide some of the data fields. To hide (or show) data columns, click on corresponding field buttons in the CostCalc area. Another way to do this is to select the data column name from the View menu. Either of these actions will hide or show the columns in the cost data area of the Unit Cost Data screens.

<u>Note</u>: When the data from the current line is sent to the CostList it will contain all columns including any columns that may have been hidden from view.

To hide a currently visible column from view:

- 1. Position the cursor in the CostCalc area.
- 2. Click the mouse once on the button that contains information you do not wish to view.

- 3. *CostWorks* hides the data column for that field from view (on the current display). This enables you to check information easily.

  <u>Example</u>: If you click once on the button labeled *Equipment*, the cost for equipment becomes hidden, but the value of that column remains visible in the CostCalc area.
- 4. To switch from *hiding* a column to *showing* a column, click the mouse again on the same button.

<u>Note</u>: Hiding a column does not change the cost data of the items in the column. You just do not see the data in a hidden column.

<u>Example</u>: To display only Labor Costs on the Unit Cost Data screen, click on all the buttons in the CostCalc toolbar except *Crew, Labor Hours* and *Labor*. Then, *CostWorks* shows only the specified columns in the cost data area. Buttons you clicked to hide a column are grayed-out in the CostCalc toolbar.

# **Chapter 4: The CostList**

# **Overview**

The CostCalc area at the bottom of the data screen windows lets you enter a quantity and accumulate cost data items. Accumulated cost items are placed into a holding area called a CostList.

To create a new CostList, transfer a line item from the CostCalc area to the CostList by clicking the **To List** button. To display the currently active CostList, click the **CostList** icon or click the **Edit** menu and then click **CostList**.

#### **CostList icon:**



<u>Note</u>: When accessing data through a Models Screen (Square Foot Models or Residential Models), the functionality of the CostList will change. These differences will be explained in the *Preliminary Cost Report* section of this chapter.

# The Title Bar

If you have saved a CostList, the path and name of that CostList will appear in the Title Bar of the CostList. If you have not saved the CostList, the word CostList will appear. This image shows a CostList title bar for a CostList that has been named "Sample" and saved in the Sample project folder.



# The Menu Bar

Menus in the CostList screen allow you to  $\underline{\mathbf{File}}$ ,  $\underline{\mathbf{V}}$ iew,  $\underline{\mathbf{U}}$ pdate, or leave  $\underline{\mathbf{N}}$ otes. Each option contains various functions. They are:

#### File

Print

File	
<u>N</u> ew	Clicking <b>New</b> will launch a new CostList.
<u>O</u> pen	Clicking <b>Open</b> will launch an Open Costlist File box, which can be used to open a previously saved CostList.
<u>S</u> ave	Clicking <b>Save</b> will save the current CostList.
Save <u>A</u> s	Clicking <b>Save As</b> will allow you to save a CostList with a new name or to a different folder.
<u>D</u> elete	Clicking <b>Delete</b> will launch a Delete Costlist File dialog box, which is used to delete a CostList.
<u>M</u> erge	Clicking <b>Merge</b> will launch a Merge Costlist File dialog box, which is used to combine two or more CostLists.
<u>E</u> xport	Clicking <b>Export</b> will launch an "Export Costlist File" window, which is used to export the CostList into a file format that can be used by a spreadsheet program.

Clicking **Print** will print the current CostList.

## **Close** Clicking **Close** will close the current CostList.

#### Edit

#### Add Current Line

Clicking Add Current Line will add the currently selected line item to the currently displayed CostList. (This is the same as the clicking the **To List** button on the data screen.)

## Remove Selected Line(s)

Clicking Remove Selected Line(s) will remove the selected line from the CostList.

#### **Adjustments**

Clicking Adjustments will launch an Edit Adjustments dialog box. This dialog box can be used to change the way a percentage line is applied to a selected line.

#### <u>С</u>ору

Clicking Copy will bring up a dialog box with instructions on how to copy a line from the CostList and paste it into another application.

#### <u>S</u>ort

Clicking <u>S</u>ort will sort the CostList based upon the currently highlighted column.

#### **View**

#### **Select Columns**

Clicking **Select Columns** allows the user to toggle the display of each column in the CostList.

# **Update**

#### Go to Cost Line in Title

Clicking this will browse to the current line on the data screen.

# **Update Current Line from Title**

Clicking this will update the current line to the current settings.

#### **Update Entire CostList from Title**

Clicking this will update the whole CostList to the current settings.

#### **Check the CostList**

Clicking this will determine if the CostList needs to be updated.

#### **Settings**

#### **Make Sound When Adding Line**

Can be toggled on to enable a sound when a line is added to the CostList.

#### **Check for Duplicates When Adding Lines**

Can be toggled on to enable a message that prompts that the line being added already exists in the CostList.

#### **Show CostList When Adding Line**

Can be toggled to enable the CostList to appear each time a line is added.

#### **Notes**

Notes is used to enter Notes about a CostList item. These Notes are displayed in the Notes column on the CostList.

# CostList Functions

# Saving the CostList

The **File**, **Save** option saves the CostList to a file. The name of this file consists of the name you specify plus the suffix: "**.udl**" (for example **myfile.udl**).

# **Printing the CostList**

While viewing the CostList, click the **File** menu and then click **Print** to print your CostList. *CostWorks* will display a standard "Print Setup" window. From this window, you can choose the print options of:

- **Portrait** will change the orientation of the report to portrait mode, having the long edge of the report vertical.
- **Landscape** will change the orientation of the report to landscape mode, having the long edge of the report horizontal.
- If your computer has multiple printers available, you can choose which printer to use by clicking the "Name" dropdown list (located at the top of the "Print Setup" window).

<u>Note</u>: If a column is hidden or the width is adjusted, the CostList will print those columns as they appear on the screen.

# **Closing the CostList**

The CostList does not have to be named before it is closed. *CostWorks* will automatically save the CostList.

- When the *File, Close* option is selected, the CostList is saved by *CostWorks*.
- The CostList window will then close and the screen will return to the currently accessed cost data screen.

# Adding and Removing Items from a CostList

When the CostList is invoked, fields from the currently selected line item and information in the CostCalc toolbar are available for use by the CostList.

- When <u>Edit</u>, <u>Add Current Line</u> is clicked from the CostList screen, <u>CostWorks</u> adds the cost information contents of the currently selected line of Unit Cost data.
- To remove a line item from the CostList, select the line to be removed and click on <u>Edit</u>, <u>Remove Selected Line(s)</u>.

## **Copy Items from CostList**

To **Copy** information from the CostList to the clipboard:

- 1. You select a cell by clicking on it, a range of cells by clicking and dragging, or a column by clicking the column header.
- 2. After the information is selected, press *CTRL* + *C* (Copy).
- 3. Now activate the application where the information will be placed and use the *CTRL* + *V* (Paste) command to paste information into this application.

# **Sorting Items on the CostList**

A CostList may be sorted on any column you desire. Click the **<u>E</u>dit** menu and then click **<u>S</u>ort** or double-click the column header to toggle between ascending and descending order. *CostWorks* performs the sort and then refreshes the CostList to show the data in its newly sorted order.

# View of CostList

Clicking on **View** and then removing a checkmark from one of the column choices will hide that column on the CostList. This allows for the presentation of only the desired information. If a column is hidden (unchecked) and then the CostList is exported or copied, it will still have the hidden column's data. It is only when the CostList is viewed or printed from within *CostWorks* that the column will be hidden.

# **Update The CostList**

A CostList may need to be updated when using a different title, year, or location than when the CostList was created or last updated.

- **Update <u>Current Line from Title</u>** will update the current line of the CostList to the current settings.
- **Update** <u>Entire CostList from Title</u> will update the entire CostList to the current settings.
- **Check the CostList** will determine if the CostList needs to be updated. If the settings do not match, it will prompt you to update the CostList.
- Go to Cost Line in <u>Title</u> is another method to go to a certain line item in your database.

Updated items will appear darker than items not updated. Examining the columns in the CostList labeled Zip Code Prefix, Type, or Release can further identify line items not updated within the CostList. The "Zip Code Prefix" column will identify the location to which the item was adjusted. The "Type" column will identify what title or wages that were used. The "Release" column will identify the year and guarter of the data used.

#### **Exporting the CostList**

The **<u>File</u>**, **<u>Export</u>** option exports the CostList to a file. The name of a file consists of the name specified plus one of three file extensions:

- Using a ".fms" extension will create a file that can be imported into FIMS.
- Using a ".cas" extension will create a file that can be imported into CAIS
- Using a ".x/s" extension will create a LifeCycle Cost file that can be read by Microsoft Excel™.
- Using a ".wks" extension will create a file that can be read by a variety of spreadsheet programs.
- Using a ".txt" extension will create a tab delimited ASCII / Text file.

# The Preliminary Cost Report

The Preliminary Cost Report is the CostList for the Square Foot Model and Residential Model screens.

#### The Menu Bar

Each menu in the CostList contains various functions. These functions consist of:

Menu Option Description

File

Opens a new CostList. New

Is used to open a different CostList or (optionally) open a new Open

CostList.

Saves the current CostList. Save

Save <u>A</u>s Saves a CostList with a new name or to a different folder. Exports a CostList for use in another spreadsheet or Windows Export

application.

Print Prints the CostList.

Close Closes the current CostList display.

<u>E</u>dit

Opens a dialog box with instructions for the process of <u>C</u>opy

highlighting data, using Ctrl-C to copy it, and then pasting it

into the desired Windows application.

**View** 

Displays a listing of the components used for a model. Detail Displays only the subdivision cost information for a model. Summary

Update

Go to Cost Shows the model in the current CostList for verification of

Model in Title information. Updates the current CostList to the current settings.

<u>Update CostList</u>

from Title Check the

Checks to see if the CostList is set to the current settings.

CostList...

Allows the user to enter Notes about this model. **Notes** 

# **Exporting the CostList**

Exporting the CostList works the same way in a Preliminary CostList as it does in the CostList that we have already reviewed. The *File, Export* option exports the CostList to a file.

The name of a file consists of the name specified plus one of three file extensions:

- Using a ".fms" extension will create a file that can be imported into FIMS.
- Using a ".cas" extension will create a file that can be imported into CAIS
- Using a ".x/s" extension will create a LifeCycle Cost file that can be read by Microsoft Excel™.
- Using a ".wks" extension will create a file that can be read by a variety of spreadsheet programs.
- Using a ".txt" extension will create a tab delimited ASCII / Text file.

#### Saving the CostList

The *File, Save* option saves the CostList to a file. The name of a file consists of the name you specify plus the suffix: ".mdl" (for example myfile.mdl).

# **Printing the CostList**

Select *File, Print,* to print your CostList. The following options will appear.

- **Default** will print your CostList with your default settings and orientation.
- **Portrait** will change the orientation of the report to portrait mode, having the long edge of the report vertical.
- **Landscape** will change the orientation of the report to landscape mode, having the long edge of the report horizontal.
- You can select which printer to print your report to by clicking the down arrow beside
  the <u>Printer</u> list. If you have other printers loaded you can select which printer to
  send the report to.

# **Update The CostList**

A CostList may need to be updated when using a different year or location than when the CostList was created or last updated.

- Go to Model in Title: This option will look at the model used in the Preliminary Cost
  Report and browse to that same model on the data screen.
- **Update <u>Current Model from Title</u>:** This option will use the current data settings to update the information shown in the *Preliminary Cost Report*.
- **Check the CostList:** This option is primarily used for verifying that the *Preliminary Cost Report* is displaying the correct information for the year (or version) of data that is currently being used. (Example: a project being updated to 2005 data)

# **Additives**

The Common Additives screen will appear only when accessing the Square Foot Models or Residential Models. Within the *Common Additives* screen you can add costs for commonly used items to the square foot cost of the model you have selected.

This is an example of what the *Common Additives* area looks like:

Common Additives					
Common Additives			\$ Total		Note: Totals include Overhead and Profit
Description	Qty	Unit	\$ Cost	Totals	Fees of 25.00% and Architectural Fees of 7%.
Clock System					
20 room	0.00	Each	13000.00		
50 room	0.00	Each	31500.00		
Deal, Dussess Dubber blacks					

Using the mouse, click to activate the quantity (Qty) to be adjusted. Enter the quantity of the additive item and click the *Enter* key on the keyboard.

This image shows the screen after Qty 1 has been entered for a 20 Room Clock System:

Common Additives				
Common Additives			\$ Total	\$17388 Note: Totals include Overhead and Profit
Description	Qty	Unit	\$ Cost	Totals Fees of 25.00% and Architectural Fees of 7%.
Clock System				
20 room	1.00	Each	13000.00	\$17388
50 room	0.00	Each	31500.00	

Clicking the **Additives** button toggles (on or off) the display of the **Common Additives** screen. Clicking the **Clear Additives** button will reset the **Common Additives** screen.



**See Also**: Chapter 8, Exercises #1, #2, #3 and #4.

Means CostWorks DOE Seminar Workbook

# **Chapter 5: Estimator – Introduction**

## **Overview**

The *CostWorks* Estimator is the most advanced addition to the *CostWorks* program since its release in 1997. The Estimator is an option you can purchase by calling the RSMeans Sales Department at 1-800-334-3509. The Estimator allows the user to select pre-formatted report templates, create custom reports, edit line items selected from the RSMeans database, and create custom line items.

The Estimator's main screen has 5 sections:

- The Title Bar
- The Menu Bar
- The Icon Bar
- The Estimate Window
- The Tabs

To use the *CostWorks* Estimator, you must first have a CostList built within the project you are accessing. To access the CostWorks Estimator click on the Estimator tab. If you have purchased the Estimator, a blank Estimator worksheet will appear when the Estimator tab is clicked.

## The Title Bar

The Title Bar will exist on every screen in *CostWorks*. The Title Bar is the highest bar on the screen and will display to the user what year's data (or instead show *Seminar Version*) they are currently accessing as well as the user's project name. The following graphic shows an example of the Title Bar accessing 2007 data within a project named "Foundation Wall."



# The Menu Bar

Each menu in the Estimator contains various functions. These functions consist of:

#### File

NewCreates a new estimate.OpenOpens an existing estimate.SaveSaves the current estimate.

**Save As** Saves the current estimate as a new estimate.

**Export** Exports the estimate.

**Template** Sets the estimate as a template.

Print Prints the current file.

Exit Closes CostWorks.

Edit

CostListTransfers data from a CostList.Cost ItemEdits the selected line item.

Cost Item Type Changes the type of the cost item.
Copy Cost Item Copies the selected cost item.
Delete Cost Item Deletes the selected cost item.
Creates a new cost item.

**Cost Item Defaults** Sets default cost item calculations.

**Custom Fields** Adds or Edits custom fields.

**Update Estimate from Titles** 

Updates the costs to the Location and titles that are currently

opened (as shown on the Settings screen).

Select

SettingsDisplays the Settings screen.EstimatorDisplays the Estimator screen.UnitsDisplays the Unit Cost data.

Assemblies

Square Foot Models
General Maintenance
Preventive Maintenance
Maintenance & Repair
Residential Models
Residential Assemblies
Resi R&R

Displays the Assemblies Cost data.
Displays the Square Foot Models data.
Displays the General Maintenance data.
Displays the Preventive Maintenance data.
Displays the Maintenance & Repair data.
Displays the Residential Models data.
Displays the Residential Assemblies data.
Displays the Residential R&R data.

Note: The options on the **Select** menu are only accessible for

the data types that have been purchased.

View

**Column Positions** Sets default order of the columns.

**Component Options** Sets the way that Components are displayed.

**Recalculate Estimate** Recalculates the estimate after changes have been made.

Reports

**Run Reports** Opens the Estimate Report window that is used to run a report.

**Define** Displays options for defining aspects of a report.

**Reports** Create or edit a report template.

**Headers** Create or edit report headers (Addresses, etc.).

**Styles** Edit the style of a report.

**Lookups** Edit the way the report looks for line items.

**Markups** Edit the default markups.

**Tools** 

CalculatorDisplays the Windows Calculator.DictionaryDisplays the Construction Dictionary.AbbreviationDisplays the Abbreviations Dictionary.

Help

**Help** Displays the Help file.

**Means on the Web** Displays links to connect to the *CostWorks* Homeport or the

RSMeans website (www.rsmeans.com).

**About CostWorks** Displays information about *CostWorks*.

# The Icon Bar

Icon	Name	Function
	Open Estimate	Opens an existing estimate.
	Save	Saves the current estimate.
<b>3</b>	Print	Prints the current estimate.
	CostList Import	Transfers data from a CostList.
Eq	Edit Cost Item	Edits an existing cost item in the estimate.
÷	Add Cost Item	Adds a cost item to the estimate from the database.
	Remove Cost Item	Removes an existing cost item from the estimate.
Δ	Move Item Up	Moves the selected item up one line at a time in the estimate.
$\nabla$	Move Item Down	Moves the selected item down one line at a time in the estimate.
	Components	An assembly is a group of related line numbers or Components organized around a task. To show the components of an assembly click on the Components button or from the menu, click on <b>Tools, Components</b> . This will display the Unit Price line items and their respective quantities that have been included in the development of the total assembly price.
(F)	Recalculate the Estimate	After a cost item has been edited or a parameter has been changed for the estimate, this can be used to recalculate the estimate.
- <b>(</b> )	Тір	Provides helpful hints on how to use the system more efficiently and other information. Or from the menu, click on <b>Tools</b> , <b>Tips</b> .
	Calculator	Provides quick access to the Windows calculator, which can be used to quantify results quickly and easily.
	Dictionary	Provides definitions for all of the construction terms used by CostWorks and many more.

S.Y.	Abbreviations	Accesses a list of abbreviations for all the construction terms used by <i>CostWorks</i> .
$\iff$	Component Swapper	Replaces individual data lines while working with the Estimator.
8	Help	Opens the Help file.

## **Basic Estimator Functions**

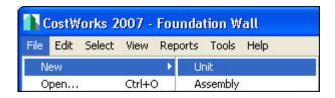
The basic functions of the *CostWorks* Estimator are:

- Create a New Estimate.
- Transfer Lines from a CostList.
- Component Swapper.
- Run a Report.
- Print, Export, and Save an estimate.

#### **Create a New Estimate**

From the Estimator's main screen, click on the **File** menu, and then click on **New**. A list of available templates will be displayed.

This image shows the "Unit" template selected:



The choices of templates correlate to the types of data screens. Choose the desired type of estimate and the estimate window will appear with the correct column headings for that type of estimate.

## **Transfer Lines from a CostList**

After choosing the type of estimate to create, the next step is to import / transfer data from the CostList.

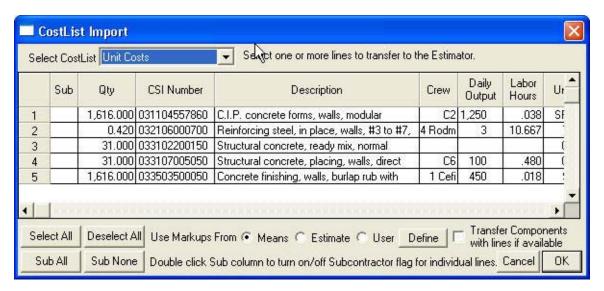
1. Click on the **CostList Import** Icon.





2. The "CostList Import" window will appear.

This image shows the "CostList Import" window:



3. Using the "Select CostList" dropdown list at the top of the "CostList Import" window, select the type of CostList to transfer.

The choices in this menu correlate to the data screens available for the currently open data titles. Menu choices include:

Maintenance and Repair Assembly Costs Residential Models
Residential Assemblies Square Foot Models Unit Costs
General Maintenance Preventive Maintenance

<u>Note</u>: Choose **Square Foot Models** in the Select CostList dropdown when working with DOE Models and their Preliminary Cost Reports.

- 4. Once an item has been selected from this menu, the CostList line items will appear (as long as there is a corresponding CostList of the same type in the current project).
- 5. Highlight the lines to be transferred from the CostList or click the **Select All** button to choose all data lines. This will highlight all of the available data lines from the current CostList.

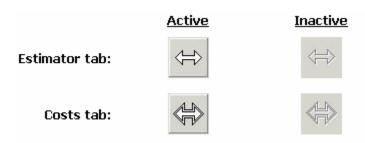
<u>Note</u>: The Sub All / Sub None buttons are described in the *Level 2: Intermediate Functions* section.

6. Now click the **OK** button and the lines will begin transferring into the Estimator.

#### **Component Swapper**

The Component Swapper is used to add or replace individual lines while working on the Estimator screen. This can be particularly useful for bringing different Unit Cost items into an Assembly estimate (that has been transferred to the Estimator with its components). Or, it could be used to save a bit of time when working with a Unit Cost or Assembly estimate that needs to have a few lines item changed.

#### **Component Swapper icons:**

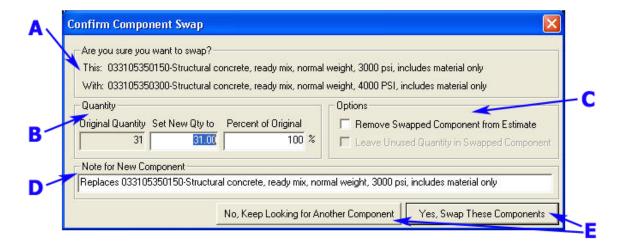


<u>Note</u>: The Component Swapper is not intended for use with the Project Costs screen or with the "Facilities Maintenance & Repair" data title.

To use the Component Swapper after transferring data into the Estimator:

- 1. Click to highlight one of the data lines in the Estimator that you would like to swap.
- 2. Click the **Component Swapper** icon at the top of the screen and *CostWorks* will browse to that line in the data.
  - <u>Note</u>: *CostWorks* will look to see if the data line is accessible. If it is not accessible you will be prompted to open another data title.
- 3. *CostWorks* will navigate to the selected line in the Cost Data screen. Click to highlight the line item that you would like to use instead and then click on the **Component Swapper** icon at the top of the screen. *CostWorks* will display a "Confirm Component Swap" window.

This image shows the "Confirm Component Swap" window:



- 4. The "Confirm Component Swap" window is used to determine the quantity of the new item that you would like to use and how you would like to have it affect the line item in the Estimator screen. The different areas of the "Confirm Component Swap" window include:
  - A. "Are you sure you want to swap?" (located at the top of the window)
    - "This" shows the original line that was selected in the Estimator.
    - "With" shows the alternate line that was selected in the Cost Data screen.

- B. "Quantity?" (located in the middle left of the window)
  - "Original Quantity" shows the quantity from the original line in the Estimator.
  - "Set New Qty to" can be used to enter the quantity you would like to use for the new line.
  - "Percent of Original" can be used to enter the percentage you would like to use for the new line. <u>Note</u>: The quantity and/or percentage need to be positive numbers.
- C. "Options" (located in the middle right of the window)
  - "Remove Swapped Component from Estimate" will remove the line that was selected in the Estimator.
  - "Leave Unused Quantity in Swapped Component" will keep the line that was selected in the Estimator, but change its quantity to the amount that is equal to the difference of its original quantity minus the new line's quantity.
- D. "Notes for New Component" (located towards the bottom of the window)
  - This field's default text indicates the line information that was selected in the Estimator. You may enter your own text into this field.
  - The contents of this field will be entered in the "Notes" field when the line is swapped into the Estimator.
- E. Buttons (located towards the bottom of the window)
  - Click "No, Keep Looking for Another Component" to close the "Confirm Component Swap" window and *CostWorks* will continue to display the Cost Data screen, so that another item may be selected.
  - Click "Yes, Swap These Components" to accept the changes and *CostWorks* will navigate back to the Estimator screen.

#### Run a Report

The next step is to run a report.

- 1. Click on the **Reports** menu and then click on **Run Reports**.
- 2. A list of available Report Types will appear. Choose which existing Report template to use to create the estimate and the report will be created.

<u>Note</u>: Information on creating a custom template is in the "Advanced Functions" area of *Chapter 6: Estimator – More Functions*.

#### **Print the Estimate**

There are three ways of printing an estimate:

- 1. Click on the **Print** icon in the Icon Bar.
- 2. From the Estimate Window (before running a report), click the **File** menu and then click **Print**. This will print out the line items as you see them in the estimate window.
- 3. From the "Estimate Report" window (after running a report), click on the **File** menu and click **Print**. This will print the report you have just run. You can also use the Preview button to see a print preview.

#### **Export the Estimate**

Exporting allows you to send the data out to the spreadsheet software program of your choice. There are two methods for exporting an estimate:

- 1. From the Estimate Window, before running a report, click on File in the menu bar and choose Export.
- 2. From the Estimate Report screen, after running a report, click on File in the menu bar and choose Export.

The name of a file consists of the name specified plus one of five file extensions:

- Using a ".fms" extension will create a file that can be imported into FIMS.
- Using a ".cas" extension will create a file that can be imported into CAIS
- Using a ".x/s" extension will create a LifeCycle Cost file that can be read by Microsoft Excel™.
- Using a ".wks" extension will create a file that can be read by a variety of spreadsheet programs.
- Using a ". txt" extension will create a tab delimited ASCII / Text file.

## **Save the Estimate:**

There are two methods for saving an estimate.

- 1. Click on the Save Icon in the Icon Bar.
- 2. From the Estimate window, click on the **File** menu and select **Save**.

See Also: Chapter 8, Exercise #7.

# **Chapter 6: Estimator – More Functions**

## **Intermediate Functions**

The Intermediate Functions of the CostWorks Estimator are:

- Edit Line Items.
- Create Custom Line Items.
- Subcontractor Extending.

To begin using these functions, it is necessary to understand the *Level 1: Basic Functions* section.

#### **Edit Line Items**

The Edit Cost Item window is where you are allowed to edit a line item. There are three methods of opening this window.

- 1. Double-click within a line item in the estimate window, before running any reports.
- 2. Click on **Edit** in the menu bar, and then choose **Cost Item**.
- 3. Click on the **Edit Cost Item** icon in the Icon Bar.

Edit Cost Item icon:



Any of these methods will display the "Edit Cost Item" window, where you can manually edit information in the input or output columns for that line item.

#### **Create Custom Line Items:**

There are two methods for creating a custom line item.

- 1. Click on **Edit** in the menu bar and select **New Cost Item**.
- 2. Click on the Add a Line Item icon in the Icon Bar.

Add a Line Item icon:



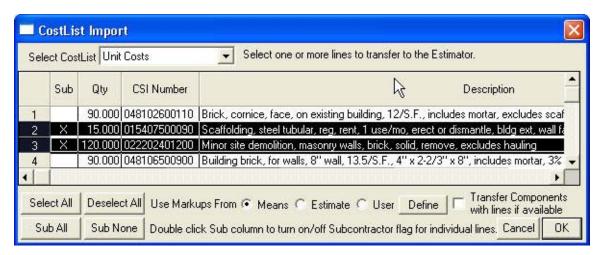
Upon using either method, the "Edit Cost Item" window will appear, but this time it will only have data that is defaulted for the estimate. Examples include: Material, Labor, and Equipment Markups. All other fields are left blank and can be filled in.

#### Subcontractor Extending

Subcontractor Extending is a very powerful tool. Upon transferring line items from a CostList to the Estimator, the user can choose to "Sub" out any individual line item or assembly. This is done by one of two methods.

- 1. Double-click on a cell within the **Sub** column on the "Transfer from CostList" window and an "X" will appear. The program will understand that the user wants to have an "Ext. Sub" notation added into the estimate window for the chosen line items.
- 2. Or to work with multiple lines, use the **Sub All** or **Sub None** buttons located at the bottom of the "Transfer from CostList" window.

This graphic below shows the middle lines of the CostList selected to be subcontracted:



This graphic shows the "Ext Sub" notation within a truncated estimate window:

	Source	Line Number	Description	Crew	Daily Output	Labor Hours	Quantity	Unit
1 D	Unit	015407500090.s Subcontracted	Scaffolding,steel tubular bldg ext wall face,1 use per mo,1	3 Carp	24.00	1.000	100.000	C.S.F.
2	Unit	015602500400	Fencing, plywood, painted, 4" x 4" frame, 8' high	A4	110.00	0.218	100.000	L.F.
3	Unit	022208751200 s	Site demo, no hauling, masonry walls, blk or tile, brick, solid	B5	900.00	0.062	123.000	C.F.
4								

You also have the ability to "Sub" a line after you have transferred it into the Estimator worksheet. Simply select the line from the worksheet and click the "Edit Cost Item Icon".



From the Edit screen change the "SubFactor" value to a "1" from a zero as shown below.



## **Advanced Functions**

The Advanced Functions of the *CostWorks* Estimator are:

- Creating Custom Report Templates.
- Creating Custom Estimate Templates.

<u>Note</u>: To begin using these functions, it is necessary to understand the Introductory and Intermediate Functions.

## **Create Custom Report Templates:**

The Report is the result of creating an estimate using the Estimator. The Report is what the customer, client, or management will see. The Estimator includes a number of formatted report templates to make this process easier. It also includes the ability for the user to create their own Custom Report Templates and save them for later use.

While there is an option for creating a blank estimate template, it is best to start with an existing template, and then alter it as needed.

To create a Custom Report Template from an existing Report template, click the **Reports** menu, then click **Define**, and then click **Reports** and the "Report Editor" window will appear. Use the "Select Report to Edit" dropdown list and select the report to edit.



While it is possible to create a blank report template (by clicking on the **New Report** button), it is often easier to work from an existing template. This is achieved by copying an existing template and altering it as need be.

Clicking on the **Copy Report** button will open a dialog box requesting a name for the new report template. Type the name for the new template and click the **OK** button. The "Report Editor" window will refresh to show the name of the new report.

We can now look at the ways changes can be made to customize this report template. The "Report Editor" window is used to choose what data to display in the report.

These choices include:

- Report Header
- Columns
- Markups

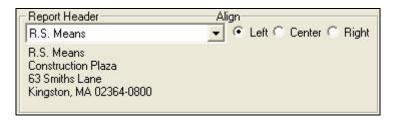
#### Report Header

The content and style of the text displayed within the Report Header can be changed. To do this, a custom header must first be created and then it can be assigned for use in a report.

To create custom headings:

- 1. Close the "Report Editor" window.
- 2. From the main Estimator window, click on the **Reports** menu and then choose **Define**, **Headers**. The "Report Header Editor" screen will appear.
- 3. Copy one of the existing headers by clicking on the **Copy Header** button or create a new header by clicking on the **New Header** button.
- 4. Enter a name for the new or copied header and use the five boxes provided to enter information about your company.
- 5. Click the **OK** button to close the "Report Header Editor" screen.
- 6. Click on the **Reports** menu and then click on **Define**, **Reports** and the Report Editor will appear. Use the "Select Report to Edit" dropdown list to select your custom report.

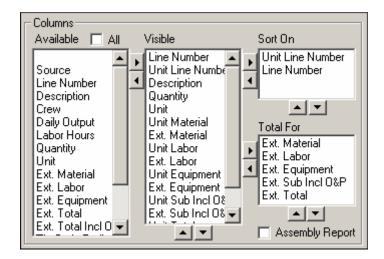
After creating a new header, it will appear in the "Report Header" dropdown list on the "Report Editor" window. Select the new header and the new information will be displayed instead of the RSMeans information.



#### **Columns**

The Columns section is used to choose:

- The fields which will be placed in the report.
- The order those fields will be placed in.
- What field the report will be sorted on.
- The fields which will be totaled.



The choices are made using two editing features. First, the user will determine which fields are to be included by moving them from the *Available* or left side, to the *Visible*, or right side using the horizontal arrow keys. The user will then use the vertical arrow keys to determine the order of the *Visible* fields. These images show the arrow keys that are displayed on the screen:



Changes made to the **Sort On** and **Totals For** boxes are made in the same manner. Multi-selecting fields using the Shift and/or Ctrl keys is also an option.

#### **Markups**

The Markups section allows the user to choose which markups are applied and in what order. Changes made here are accomplished with the vertical and horizontal arrow keys.



#### **Create Custom Estimate Templates**

Along with the ability to create Custom Report Templates, the *CostWorks* Estimator also gives the user the ability to create Custom Estimate Templates. Creating Custom Estimate Templates gives the user the ability to accomplish the following:

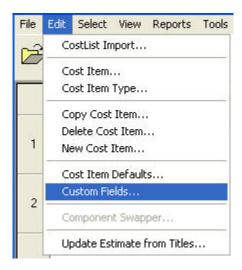
- Change the layout of the Estimate Window.
- Incorporate Line Items into the Template.
- Work with user defined Markups.

## **Changing the Layout of the Estimate Window**

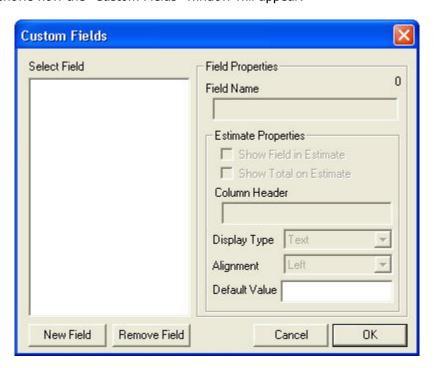
As discussed in *Level 1: Basic Functions*, a new estimate is created by clicking on the **File** menu, clicking on **New**, and then choosing one of the existing templates.

Examine all of the existing templates before attempting to make changes. Open the template that is closest to what is needed and then make the necessary changes. A variety of changes can be made. One of the choices is to create a Custom Field. This is done by going to the **Edit** menu and selecting **Custom Fields**.

This image shows the Edit menu with the Custom Fields option selected:



This image shows how the "Custom Fields" window will appear:



Custom fields can be created for a new template and properties can be set for new fields.

From the Estimator's **View** menu, choosing **Column Positions** will open the *Column Field Positions* window. The *Column Field Positions* window displays a list showing the order in which the data columns are displayed and can be used to rearrange the columns as need be.

#### **Incorporate Line Items into the Template**

Creating custom estimate templates will also allow the user to add line items into a template for later use. This is very useful if the same line items are frequently used in various estimates.

This is accomplished by selecting an existing template, then transferring the commonly used lines from a CostList into the Estimator.

From the Estimator's **File** menu, choose **Save As** and save the file with a name to be used for the new template. Then click on the **File** menu and choose **Template**.

A **Note** dialog box will be displayed, asking:

"Are you sure you want to use this estimate as a template?"

- Clicking the **Yes** button will save the file as a Template for future use.
- Clicking the **No** or **Cancel** button will exit the dialog box.

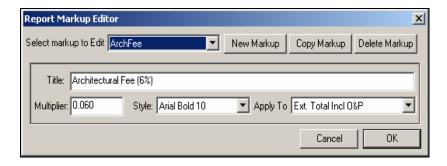
Click on the **Yes** button. Next, click on the **File** menu and choose **New**. The new template will appear as a choice in the list that is displayed.

## **Report Markups**

The *CostWorks* Estimator allows the user to change the Markups for any given Estimate template. Choosing the **Reports** option in the menu bar, and then selecting **Define, Markups** accomplishes this.



The **Report Markup Editor** window will appear.



The Report Markup Editor window will allow the user to accomplish the following:

- Create, Copy, and Delete Markups.
- Edit the Style of the Markups as shown on the Report.
- Change where the Markup is applied.

#### **CAUTION:**

If adjustments are made to an existing Markup, then the adjustments will globally affect all reports that use that Markup. It is often more advisable to create a New Markup. When the New Markup is created, the Report Editor can be used to assign the New Markup into the desired report so that it will be displayed.

See Also: Chapter 8, Exercise #8.

# **Chapter 7: Sustainment Calculator**

## **Overview**

Sustainment is a major element in a good maintenance management program. It identifies the maintenance and repair activities necessary to keep the inventory of facilities in good working order. This includes regularly scheduled maintenance as well as anticipated major repairs or replacement of components that occur periodically over the expected service life of facilities.

This chapter discusses estimating a sustainment cost using a calculation tool that uses the CostWorks assemblies that have been mapped to the RS Means Facilities Maintenance & Repair (M&R) Cost Data tables. The Sustainment Calculator is based on the CostWorks square foot models. The Calculator includes a cost details spreadsheet, a summary table that calculates a Sustainment cost and ratio, and a time cycle chart.

The Sustainment Calculator uses the asset's FIMS RPV model assemblies adjusted for the location of the asset to estimate the sustainment cost. The Calculator can be customized for the assembly's quantity and capacity, design life, maintenance and repair (M&R) and preventive maintenance (PM) costs, repair frequency, time cycle length, escalation rates and site cost conditions.

The DOE Sustainment software covers all buildings and other structures and facilities (OSF) plant models. Future software plans call for the development of new preventive maintenance, M&R and replacement costs for DOE models that have unique assemblies.

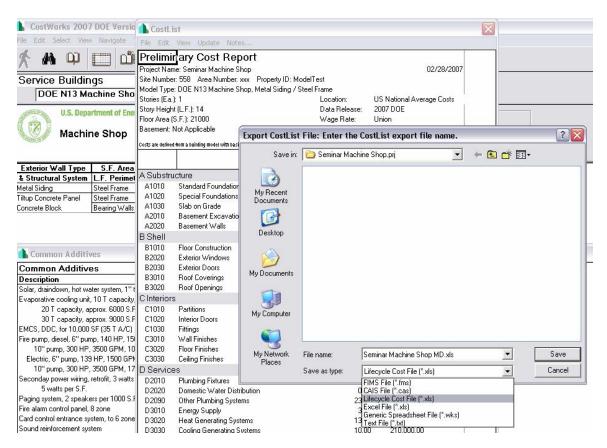
# **Calculator Development**

The Sustainment Calculator can be developed from two sources:

- Creating a cost model.
- An existing RPV based CostWorks Sq.Ft. model in the Estimator or the CostList if the gross square footage equals the building under study.

#### **Creating the Sustainment Calculator**

The Calculator model created in the CostWorks Settings screen is based on an asset's RPV model in FIMS. The model development follows steps discussed in the CostWorks Workbook Chapters 2-5. Workbook Chapter 8, Exercise 1 is a step-by-step method to create a new model. The Calculator will use location factors in CostWorks to adjust for local cost conditions. The Sustainment Calculator gross square footage (GSF) must match the asset gross square footage in FIMS. The GSF impacts the quantity of the model assemblies. The quantity impacts all M&R, PM and replacement costs. The Calculator model can be saved in Estimator or in the CostList using the property identification in the file name.



(The images above illustrate a progression of screen shots of the Machine Shop model created in Workbook Chapter 8, Exercise 1 and the export of the model to Excel.)

After selecting and opening a Preliminary Cost Report CostList file, click on File in the Menu bar of the CostList window and select Export. From this box select Lifecycle Cost File (\*.xls) and click Save.



A window similar to the one shown above appears. The FIMS Year Built field and the time cycle or period you want to estimate the sustainment costs must entered. The FIMS Site, Area and Property ID are populated when the CostWorks model is developed. The Cost field represents the geographic adjusted base costs of the model. After clicking OK on this window, the CostList, or Preliminary Cost Report, will be exported out to Excel, and a message box will appear that states "Excel file has been created. Would you like to open this file now?" Click "Yes" to open the Excel file.

## **Existing Model**

Any existing DOE model can be selected from the CostWorks Settings screen by accessing the city or zip code location, selecting the existing model/project name and clicking on Estimator or Square Foot Models on the CostWorks Select menu. On the Estimator screen a list of models that have been saved in Estimator should appear. Select the model that applies to this asset. The GSF of the model must match the size of the asset. In addition, model structural and building parameters and component capacities should match the existing building as much as possible. Follow the instructions for "Creating a New Model" to complete and export the Calculator to Excel.

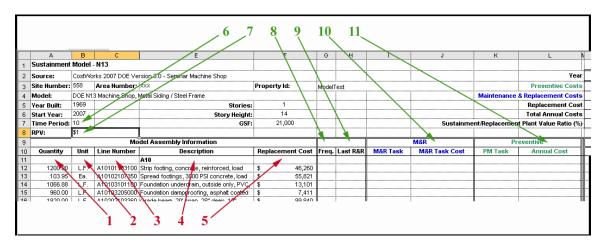
# Sustainment Calculator Operation & Report

This report is generated on an individual asset basis. Depending upon the cycle length this report can become quite lengthy.

You are now ready to open the Sustainment Calculator. The Calculator consists of three sheets. Sheet 1 is the Cost Details sheet where most of the customization takes place and the various costs are entered by year. Sheet 2 is a summary table of the sustainment cost elements by year. This data is linked to the Cost Details sheet. These costs are tabulated by year at current year cost and indexed costs. Sheet 3 is a graphical representation of the sustainment costs over the number of cycle years.

#### **Cost Details - Sheet 1**

This report is the source of all sustainment cost information. The first five columns are taken from the CostWorks building model. These are identified in the image below by the numbers **1 through 5**. Again, the "Replacement Cost" for each assembly is the geographic base cost.



The asset model assemblies have been mapped to the RS Means Facilities Maintenance & Repair cost book. The mapping results in M&R and PM task numbers; and the M&R, PM and replacement costs of the building assemblies. The costs are incurred annually or at scheduled maintenance intervals or and when the life cycle of the component is reached. The time period is referenced by calendar year and year count.

The user can customize the following fields:

#### **Time Period**

This is identified in the image above by the number **6**. The default period is ten years to facilitate NNSA's Ten Year Site Plan reporting demands. The maximum time period for estimating sustainment costs is one hundred (100) years. For the first year of the cycle, the sustainment cost equals the FIMS annual required maintenance cost.

#### **Replacement Plant Value**

This is identified in the image above by the number **7**. This cost is taken from FIMS and **MUST** be entered. It is used to estimate the sustainment ratios. These ratios are an indicator to determine if adequate maintenance is being performed to "sustain" the building.

#### Frequency

This is identified in the image above by the number **8**. This is a time interval that indicates when repairs and replacement tasks should occur for an assembly. Users can customize this interval based on their own historical experience. The default values are based on RS Means FM&R information.

#### Last R&R

This is identified in the image above by the number **9**. This is the last year the last repair or replacement took place. The initial or default year is set to the year built that was entered in the dropdown box. This is automatically set when the model is exported. This date is not visible on the sheet. M&R tasks schedules are based on the Last R&R value. When a replacement is made in the current year, the M&R costs must also have the same Last R&R value. This is required to establish the new schedule for the M&R task.

#### M&R Task Cost

This is identified in the image above by the number **10**. This is the cost of the maintenance tasks based on the RS Means Facilities Maintenance and Repair Cost Data and the quantity specified in the Quantity column. This cost can be customized based on a site's historical experience. The M&R Task number is a reference number in the RS Means FM&R Cost Data that lists the common maintenance tasks performed under this reference. This reference information is available in the CostWorks Open Titles listing of cost books on the Settings screen.

#### **Preventive Maintenance Cost**

This is identified in the image above by the number **11**. These planned actions undertaken to retain a piece of equipment at a specified level of performance by providing repetitive scheduled tasks which prolong system operation and useful life; i.e., inspection, cleaning, lubrication and part replacement. The default unit costs are from the RS Means Facilities Maintenance and Repair Cost Data. These costs can be customized to agree with site historical experience. The sustainment model assumes they occur on an annual basis. The Preventive Task number is a reference number in the RS Means FM&R Cost Data that lists the common PM tasks performed under this reference. This reference information is available in the CostWorks Open Titles listing of cost books on the Settings screen.

#### **Summary Cost Table - Sheet 2**

This table estimates the sustainment cost and ratio for the number of years covered by the time period. The sustainment cost equals the sum of the M&R, PM and Replacement costs. The sustainment ratio is the sustainment cost divided by the replacement plant value. The table has current year cost and indexed costs. Inflators for labor and replacement (material) are based on the DOE Chief Financial Officer recommendations. There are three factors used to estimate the site maintenance and repair, preventive and replacement costs, and are identified in the image

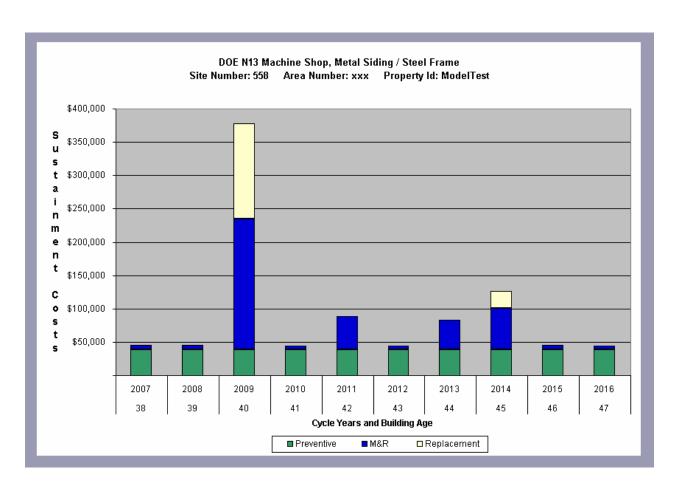
below by the numbers **1**, **2** and **3** respectively. These factors have a default value of 1.000. They can be provided from the site planning, estimating and maintenance personal. The factors are dependent on whether in-house or contractors complete the various tasks; contract administration and inspection services are needed; escorts are required; the complexity of the project, and whether A&E services and environmental specialists are required.

	А	С	D	Е		F		G	Н	I
1		Sustainmen	t Model - N13							
2		Source:	CostWorks 2007 DC	E Version 3.0	- Semir	nar Machine Shop				
3		Site Number:	558	Area Number: XXX Property Id: ModelTest						
4		Model:	DOE N13 Machine S	OE N13 Machine Shop, Metal Siding / Steel Frame						
5		Year Built:	1969	St	tories:	1				
6		Start Year:	2007	Story H	leight:	14				
7		RPV:	\$1		GSF:	21,000				
8		Labor Inflation	3.500%	Replaceme Inflation	nt	5.000%				
		Preventive Sustainment	1.000	M&R Sustainmer	nt	1.000	Sust	acement tainment	1.000	
9 10		Factor		Factor	<u> </u>		Fact	or		
11		•		4	CIII	RRENT YEAR CO	272	7		
12		Year	Mainten:	ance & Repl					Sustainment	
13		122	Rreventive	M&R		Replacement	1	Costs	Ratio	Preve
14				2007		Dollars				
15	1	2007	\$ 39,125		5,889		\$	45,014	4501421.594%	·
16	2	2008	\$ 39,125		5,775		\$	44,900	4489991.294%	<u> </u>
17 18	3 4	2009 2010	\$ 39,125 \$ 39,125		5,726	\$ 148,240	\$	378,091	37809125.486%	
	*	2010	39123	1 2	5,703	3		44,829	4482851.294%	Ψ

#### **Sustainment Cost Chart - Sheet 3**

This chart provides a good visualization of the peak sustainment costs and when they are predicted to occur. The chart is color coded to illustrate the three cost variables that make up the sustainment cost. The year built is reflected in the age of the facility on the X-axis along with the cycle year. The age of the asset is a good indicator when to anticipate large sustainment costs.

The image on the next page shows an example of the Sustainment Cost Chart. The X-axis of this chart plots the age of the asset, and the year, from left to right. The Y-axis signifies the costs. One can see that the green bars, which signify the predicted Preventive costs, are fairly constant over time. The blue bars signify the predicted Maintenance and Repair costs, and are only prominent in 4 of the 10 years shown in this example. The light colored bars represent Replacement costs, and are only indicated in 2 of the 10 years displayed in this example. While Preventive costs are ongoing and fairly constant from year to year, Maintenance and Repair costs as well as Replacement costs are predicted based on the age of the asset.



# **Chapter 8: Exercises**

## **Overview**

The exercises in this chapter are designed to increase the user's level of comfort and confidence with the program. In class, the exercises covered will correlate to the products the attendee's company or organization has purchased. Each exercise will have its own set of parameters. The user will be directed as to which title, screen, location, and wage rate to use.

Exercise #1: "Seminar Machine Shop" – Square Foot Models Project Exercise #2: "Foundation Wall" - Unit Costs Project Exercise #3: "Cornice Repair" - Unit Costs Project "Garage" - Assembly Costs Project Exercise #4: "Preliminary Hospital Costs" - Project Costs Project Exercise #5: "Office Building" - Square Foot Models Project Exercise #6: "New House" - Residential Models Project Exercise #7: Exercise #8: "Office Repairs" - FM&R Project Exercise #9: "House Repairs" - Resi R&R Project Exercise #10: CostWorks Estimator – Part 1 Exercise #11: CostWorks Estimator – Part 2 Exercise #12: "Fencing" – Assembly Costs Project

Exercise #13: "Tanks, Gravity" – Assembly & Unit Costs Project

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# Exercise #1: Square Foot Models Project "Seminar Machine Shop"

- 1. Create a New Project.
- 2. Name the Project "Seminar Machine Shop"
- 3. Set the parameters for the project as follows:

Open Title: Square Foot CostsLocation Factor: National Average Costs

• Wage Rate: Union

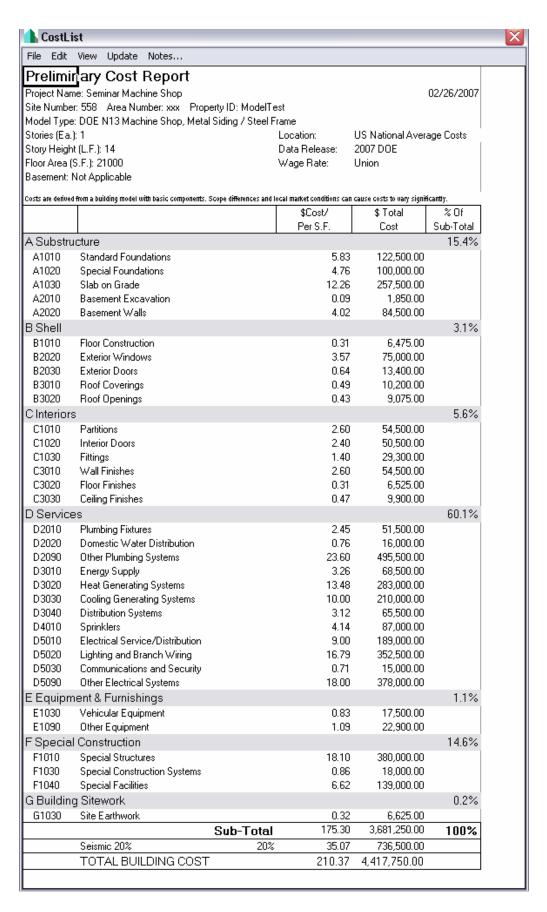
- 4. Click on the **Square Foot Models** tab.
- 5. Create a Preliminary Cost Report (CostList) for the following building:
  - Service Buildings, DOE N13 Machine Shop
  - Metal Siding / Steel Frame
  - 21,000 Square Feet
  - With DOE Information of:

❖ Site Number: 558❖ Area Number: xxx

Property ID: ModelTest

- 6. Enter quantity 1 of this Common Additive:
  - Fire Alarm Control Panel, 8 Zone
- 7. Click the **To List** button and the "Parameters" window will be displayed. Enter an Additional Markup for **Seismic 20%**

Your Preliminary Cost Report (CostList) should resemble the example on the next page.



# Exercise #2: "Garage" Project

1. Create a New Project.

2. Name the Project "Garage."

3. Set the parameters for the project as follows:

• Open Title: Assemblies Cost Data, Building Construction Cost Data

• Location Factor: Memphis, TN (380)

• Wage Rate: Union

4. Click on the **Assembly Costs** tab.

5. Using the "**Search Index**" (binoculars icon), create a CostList consisting of these assemblies:

Assembly	<u>UOM</u>	Quantity
<b>Strip</b> footing, concrete, reinforced, load 5.1 KLF, soil bearing capacity 3 KSF, 12" deep x 24" wide	L.F.	120.00
<b>Concrete</b> block (CMU) wall, regular weight, hollow, 4 x 8 x 16, 2000 PSI, perlite core fill	S.F.	1200.00
Slab on grade, 4" thick, light industrial, non reinforced	S.F.	800.00
<b>Foundation</b> wall, CIP, 4' wall height, direct chute, .099 CY/LF, 4.8 PLF, 8" thick	L.F.	120.00
Roof, <b>steel joists</b> , 1.5" 22 ga metal deck, on bearing walls, 20' bay, 13.5" deep, 20 PSF superimposed load, 40 PSF total load	S.F.	800.00
Roofing, single ply <b>membrane</b> , EPDM, 45mils, fully adhered	S.F.	800.00

6. Your CostList totals should be:

	<u>Mat.</u>	<u>Inst.</u>	<u>Total</u>
Totals	\$9,860.00	\$13,094.00	\$22,954.00

- 7. Save this CostList as "Garage.adl."
- 8. Export this CostList to an Excel<sup>™</sup> Spreadsheet.
- 9. Save the spreadsheet as "Garage.xls."

# Exercise #3: "Foundation Wall" Project

- 1. Create a New Project.
- 2. Name the Project "Foundation Wall."
- 3. Set the parameters for the project as follows:

Open Title: Building Construction Cost Data
 Location Factor: US National Average Costs

Wage Rate: Union
MasterFormat™: 2004

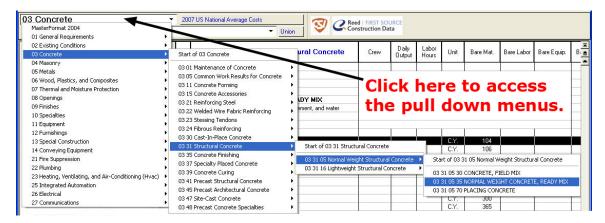
- 4. Click on the **Unit Cost** tab located in the lower left corner of the *CostWorks* window.
- 5. Click the **Go To Line Number** icon (man walking icon), type in "031113857860."



- 6. Click the **Go To** button and then close the "Go to Line Number" box.
- 7. In the CostCalc, change the quantity to 1616 SFCA and then click the **To List** button. Confirm the line is in the CostList and then close the CostList.
- 8. Click the **Search Index** icon (Binoculars) and type in "reinforcing wall."
- 9. Select the line "03 21 1060 0700 Reinforcing Wall."



- 10. Click the **Go To** button and then close the "Search Index" window.
- 11. In the CostCalc, change the quantity to 0.42 Tons and then click the **To List** button. Confirm the line is in the CostList and then close the CostList.
- 12. Using the dropdown list, navigate to **Division 3 Concrete**, **03 31 Structural Concrete**, **03 31 05 Normal Weight Structural Concrete**, **03 31 05 35 Normal Weight Concrete**, **Ready Mix**.



- 13. Scroll down to line item **03 31 05 35 0150** and select this line.
- 14. In the CostCalc, change the quantity to 31 C.Y. and then click the **To List** button. Confirm the line is in the CostList and then close the CostList.
- 15. Using the Search Tree, click the plus sign (+) next to 3 Concrete. Then, click the plus (+) next to 03 31 Structural Concrete. Next, click the plus (+) next to 03 31 05 Normal Weight Structural Concrete. Finally double-click 03 31 05 70 Placing Concrete. The graphic below displays the Search Tree with this navigation completed.



- 16. Scroll down to line item number 03 31 05 70 5050 and select this line.
- 17. In the CostCalc, change the quantity to 31 C.Y. and then click the **To List** button. Confirm the line is in the CostList and then close the CostList.

- 18. Now locate the last line item of this estimate. Click the **Search Index** icon (Binoculars) and type in "concrete wall finish." Select the line **03 35 2960 0020 Concrete Wall Finish** and click the **Go To** button. Close the "Search" window.
- 19. In the data block, scroll down to line item number 03 35 2960 0050 and select it.
- 20. In the CostCalc, change the quantity to 1616 S.F. and then click the **To List** button.
- 21. The totals of your CostList should be:

	Bare Mat	Bare Labor	Bare Equip	<b>Bare Total</b>	Total Incl. O&P
Totals	\$4696.04	\$3,850.14	\$13.33	\$8,559.51	\$11,096.96

# Exercise #4: "Cornice Repair" Project

1. Create a New Project.

2. Name the Project "Cornice Repair."

3. Set the parameters for the project as follows:

Open Title: Repair and Remodeling Cost Data

• Location Factor: Boston, MA (021)

• Wage Rate: R & R (this will happen automatically)

• MasterFormat<sup>™</sup>: 2004

4. Click on the **Unit Costs** tab.

5. Using "Search Index" (binoculars icon), create a CostList consisting of these 6 lines:

Description:	<u>UOM</u>	<b>Quantity</b>
Brick, cornice, face, on existing building, 12/S.F., includes mortar, excludes scaffolding, minimum <b>Hint:</b> Cornice	S.F. Face	90.00
Scaffolding, steel tubular, regular, labor only to erect & dismantle, bldg ext, wall face, 6'-4" x 5' frames, 1 to 5 stories, excl. planks  Hint: Scaffolding (Tubular)	C.S.F.	15.00
Minor site demolition, masonry walls, brick, solid, remove, excludes hauling  Hint: Site	C.F.	120.00
Building brick, for walls, 8" wall, 13.5/S.F., 4" x 2-2/3" x 8", includes mortar, 3% brick waste and 25% mortar waste, excludes scaffolding, horizontal reinforcing, vertical reinforcing and grout  Hint: Brick Wall (or Wall Brick)	S.F.	90.00
Temporary Fencing, plywood, painted, 4" x 4" frame, 8" high  Hint: Fence (Temporary)	L.F.	100.00
Flexible Flashing, copper, mastic-backed 2 sides, 3 ounce <b>Hint:</b> Flashing	S.F.	350.00

#### 6. Your CostList totals should be:

	<u>Bare</u>	<u>Bare</u>	<u>Bare</u>	<u>Bare</u>	<u>Total Incl.</u>
	Material	<u>Labor</u>	Equip.	<u>Total</u>	<u>O&amp;P</u>
Totals	\$2,822.00	\$7,660.00	\$145.20	\$10,627.20	\$15,884.40

- 7. Save this CostList as "Cornice Repair.udl."
- 8. Export this CostList to an Excel™ Spreadsheet.
- 9. Save the spreadsheet as "Cornice Repair.xls."

**Totals** \$9,860.00 \$13,094.00 \$22,954.00

# Exercise #5: "New House" Project

- 1. Create a New Project.
- 2. Name the Project "New House."
- 3. Set the parameters for the project as follows:

Open Title: Square Foot CostsLocation Factor: National Average Costs

• Wage Rate: Union

- 4. Click on the **Residential Models** tab.
- 5. Create a Preliminary Cost Report (CostList) for the following house model:

Model: Average 1-1/2 Story
 Exterior Wall Type: Stucco on Wood Frame
 Area: 1400 Square Feet

- 6. Enter the following Common Additives:
  - 1 Half Bath including plumbing, wall and floor finishes
  - 1 One-Car Detached Garage
  - 1 Fireplace & Chimney
  - Include a finished basement

Your Preliminary Cost Report (CostList) should resemble the example on the next page.

Preliminary Cost Report			
Project Name: New House			
Model Type: Average 1-1/2 Story, Stucco on Wood Frame			
Living Area (S.F.): 1400	Location:	National Average Cos	ts:
Perimeter (L.F.): 123	Data Release:	2007	×430
Finished Basement: Included in costs but not living area	Wage Rate:	Resi	
Costs are derived from a building model with basic components. Scope differences and local market condit	ions can cause costs to vary signifi	сапту.	
	\$Cost/	\$ Total	% Of
	Per S.F.	Cost	Sub-Total
1 Site Work			0.8%
1.04 Footing Excavation	0.9	3 1,300.00	i i
2 Foundation			11.2%
2.04 Footing	1.1	8 1,650.00	
2.08 Block Wall	9.5	7 13,400.00	1
2.20 Floor Slab	2.1	4 3,000.00	
3 Framing			14.5%
3.02 Floor Framing	5.3		
3.08 Exterior Wall Framing	2.6	8 3,750.00	
3.12 Gable End Roof Framing	5.6	\$15. D. S.	į
3.48 Partition Framing	2.9	5 4,125.00	
4 Exterior Walls			12.6%
4.02 Block Masonry	5.6	TT	
4.20 Insulation	1.1	1811 (1818) (1818) (1818) (1818) (1818) (1818) (1818) (1818)	
4.28 Double Hung Window	4.9		
4.52 Entrance Door	1.1		
4.60 Storm Door & Window	1.6	3 2,275.00	
5 Roofing			1.8%
5.04 Gable End Roofing	2.0	9 2,925.00	00.00
6 Interiors	70/2	20 00000000	30.6%
6.04 Drywall & Thincoat Wall	10.5		
6.08 Drywall & Thincoat Ceiling	2.0		į.
6.18 Suspended Ceiling	2.1		į
6.20 Interior Door	3.6	393	į
6.24 Closet Door	3.4 3.7		
6.60 Carpet 6.64 Flooring	5.7 6.5		
6.90 Stairways	2.9		
7 Specialties	2.0	4,130.00	3.1%
7.08 Kitchen	2.2	0 3,075.00	3.170
7.12 Appliances	1.3		
8 Mechanical		1,020.00	5.5%
8.12 Three Fixture Bathroom	2.3	4 3,275.00	0.010
8.60 Gas Heating/Cooling	3.9		
9 Electrical	in the		5.3%
9.10 Electric Service	1.2	7 1,775.00	0.070
9.20 Electric Heating	1.7		
9.30 Wiring Device	2.4		
9.40 Light Fixture	0.6		
10 Overhead			14.5%
10.0 Contractor's overhead and profit and plans.	16.6	4 23,300.00	
Total less Mods, Adjs, Alts, & Upgrades	114.4	1 160,180.00	
Mods, Adjs, Alts, & Upgrades	15.4	3 21,625.00	
Total	130.0	0 181,805.00	

# Exercise #6: "Office Repairs" Project

1. Create a New Project.

- 2. Name the Project "Office Repairs."
- 3. Set the parameters for the project as follows:

Facility Maintenance & Repair Cost Data • Open Title:

 Open Title: Facility Maintenance
 Location Factor: Eugene, OR (974)
 Wage Rate: FMR (This will hap) FMR (This will happen automatically)

- 4. Click on the **Maintenance & Repair** tab.
- 5. Using the "Go To" and "Search Index" functions, create a CostList consisting of these lines:

<u>Description</u>	<u>UOM</u>	<b>Quantity</b>
Minor asphalt shingle repair - (2% of roof area) shingles	S.F.	6.00
Replace wallpaper	S.Y.	1.00
Repair 5/8" drywall - (2% of walls)	S.F.	6.00
Refinish drywall	S.F.	6.00
Repair internal leaks drinking fountain	Ea.	1.00

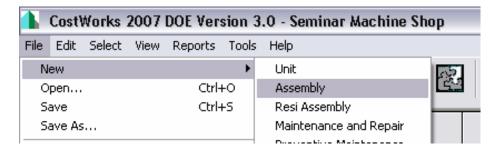
6. Your CostList totals should be:

	<u>Bare</u>	<u>Bare</u>	<u>Bare</u>	<u>Bare</u>	<u>Total</u>	Total Incl.
	<u>Mat.</u>	<u>Labor</u>	Equip.	Total	<u>In-House</u>	O&P
Totals	\$12.21	\$69.70	\$0.00	\$81.91	\$105.36	\$128.66

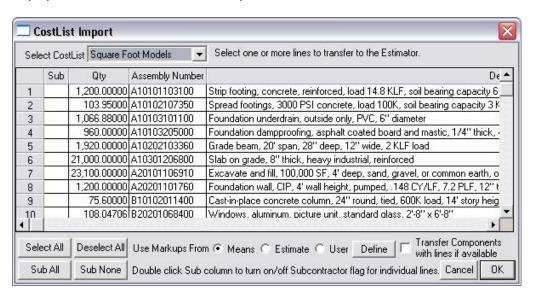
- 7. Save the CostList as "Office Repairs.rdl."
- 8. Export the CostList to an Excel<sup>™</sup> Spreadsheet.
- 9. Save the spreadsheet as "Office Repairs.xls."

#### Exercise #7: CostWorks Estimator - Part 1

- 1. Open the "Seminar Machine Shop" Project created in Exercise #1.
- 2. Confirm the CostList matches the result in Exercise #1.
- Click on the Estimator tab.
- 4. Click on the **File** menu, click **New**, and then click the **Assembly** template.



- 5. Click on the **CostList Import** Icon (or click **Edit** and then click **CostList**). *CostWorks* will display the "CostList Import" window.
- 6. Use the Select CostList dropdown list to choose **Square Foot Models** and CostWorks will display the individual assemblies from your model.



- 7. Click the **Select All** button to highlight all of the data lines.
- 8. Verify that "Means" is selected in the Use Markups From area.
- 9. Click the **OK** button and *CostWorks* will transfer the data into the Estimator (this may take a few minutes).
  - < Continued on next page >

This image shows data after it has been imported to the Estimator:

		Source	Line Number	Description	Quantity	Unit	Ext. Material Incl 0&P	Ext. Installation Incl 0&P	Ext. Sub Incl O&P	Ext. Total Incl 0&P	Zip Co de Pre fix	Туре	Release
1	•	Model	A10101103100	Strip footing, concrete, reinforced, load 14.8 KLF, soil bearing capacity 6 KSF, 12" deep x 32" wide	1,200.00	L.F.	\$20,451.36	\$25,809.53		\$46,260.89		Union	2007 DOE
2	<b>A</b>	Model	A10102107350	Spread footings, 3000 PSI concrete, load 100K, soil bearing capacity 3 KSF, 6' - 0" square x 14" deep	103.95	Ea.	\$25,475.75	\$30,362.98		\$55,838.73		Union	2007 DOE
3	•	Model	A10103101100	Foundation underdrain, outside only, PVC, 6" diameter	1,066.88	L.F.	\$8,485.16	\$4,633.01		\$13,118.18		Union	2007 DOE
4	<b>A</b>	Model	A10103205000	Foundation dampproofing, asphalt coated board and mastic, 1/4" thick, 4' high	960.00	L.F.	\$2,688.61	\$4,724.44		\$7,413.05		Union	2007 DOE
5	<b>A</b>	Model	A10202103360	Grade beam, 20' span, 28" deep, 12" wide, 2 KLF load	1,920.00	L.F.	\$38,403.84	\$61,427.37		\$99,831.21		Union	2007 DOE
6	•	Model	A10301206800	Slab on grade, 8" thick, heavy industrial, reinforced	21,000.00	S.F.	\$109,195.38	\$148,210.44		\$257,405.82		Union	2007 DOE
		Model	A20101106910	Excevete and fill 100 000 SE 4' deen	23 100 00	SE		\$1.848.00		\$1.848.00		Union	2007 DOE

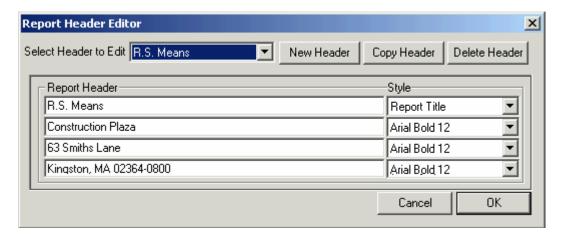
- 10. Click to highlight the row with Line Number **A10102107350** (Spread ftgs,3000 PSI conc, ld 100K, soil cap 3 KSF, 6'-0" sq x 14" d).
- 11. Click the **Edit** menu and then click **Component Swapper**. *CostWorks* will display Assembly Costs screen and highlight line number 7350 (full line number: A10102107350).
- 12. Click to highlight line number **7450** (full line number: A10102107450). It should appear a just a few lines down from 7350. The description for 7450 should show as: Load 125K, soil capacity 3 KSF,7'-0" sq. x 17" deep
- 13. Click the **Edit** menu and then click **Component Swapper**. *CostWorks* will display a "Confirm Component Swap" window.
- 14. On the "Confirm Component Swap" window, click to put a checkmark into the "Remove Swapped Component from Estimate" box.
- 15. Click the **Yes, Swap these Components** button. *CostWorks* will display the Estimator tab. The 7350 line will be removed and the 7450 line will be added. The 7450 line will also have a note (in the next to last column) that indicates that it was swapped.
- 16. Next, we will run a report. Click the **Reports** menu and then click **Run Reports**.
- 17. From the Select Report dropdown list, choose the **SF Model Report** and *CostWorks* will generate the report. Take a moment, review the report, and then close the "SF Model Report."
- 18. Next, we need to save our work. Estimator Projects must be manually saved to retain the data that has been imported into the Estimator. Click the **File** menu and then click **Save As**.
- 19. A "Save CostList File" window will open. The default file name for our project is "Seminar Machine Shop Assembly\_1.xml". Click the **Save** button to save this project.

#### Exercise #8: CostWorks Estimator - Part 2

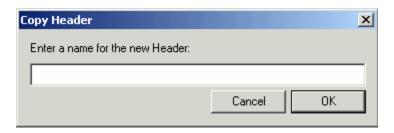
In this exercise, we will make some global changes to the *CostWorks* Estimator Settings.

1. First, we will create a new address Header for the report. Click the **Reports** menu, click **Define**, and then click **Headers**.

This image shows the "Report Header Editor" window that will be displayed:



- 2. In the "Select Header to Edit" drop-down list, choose **R.S. Means**.
- 3. Click the **Copy Header** button and a "Copy Header" dialog box will open.

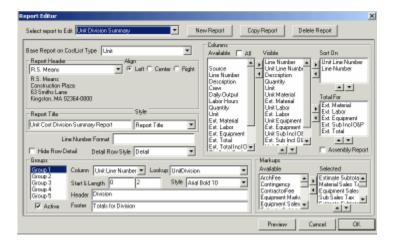


- 4. Type "Widget" into the blank line on the "Copy Header" dialog box and then click the **OK** button. The "Copy Header" dialog box will close and *CostWorks* will return to the "Report Header Editor" window.
- 5. On the "Report Header Editor" window, "Widget" will now be selected in the "Select Header to Edit" dropdown list. Locate the default address information on this window and then use this information to replace it:

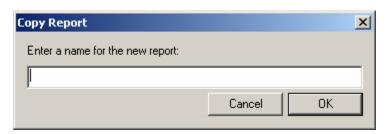
Widget Company 630 Clark St Suite 153 Boston, MA 02109

- 6. Click the **OK** button and the "Report Header Editor" window will close.
- 7. Click on the **Reports** menu, click **Define**, and then click **Reports**. This will open the "Report Editor" window.

This image shows the "Report Editor" window:



8. In the "Select Report to Edit" drop-down list, choose the **SF Model Report** and then click the **Copy Report** button and the "Copy Report" dialog box will open.



- 9. On the blank line in the "Copy Report" dialog box, type **My SF Model Report** as the name for the new report and then click the **OK** button. The "Copy Report" dialog box will close and *CostWorks* will return to the "Report Editor" window.
- 10. Using the "Report Header" drop-down menu, select the header named "Widget."
- 11. Click the **OK** button in the lower right corner.
- 12. Click on the **Reports** menu and then click **Run Reports** and a list of reports to choose from will appear.
- 13. Choose the **My SF Model Report** and the "Widget Company" information will now appear in the right hand corner of the report that is generated.

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### Exercise #9: Assembly Costs Project "Fencing"

1. Create a New Project/Model.

2. Name the Project "Fencing."

3. Set the parameters for the project as follows:

Open Title: Assemblies Cost DataLocation Factor: National Average Costs

Wage Rate: Union

4. Click on the **Assembly Costs** tab.

5. Using all four navigation methods including the FIMS usage code, 2429 Fencing, create a CostList consisting of these assemblies:

<u>Assembly</u>	Quantity
G2040105 1350	15,750
G2040105 1720	10
G2040105 1740	8
G2040105 1820	7,690
G2040105 1732	8
G2040105 6080	16

6. Your CostList totals should be:

	<u> Mal.</u>	IIISL.	<u>10tai</u>
Totals	\$817,080.00	\$285,014.00	\$1,102,094.00

- 7. Now, export this CostList to an Excel<sup>™</sup> spreadsheet. Enter the proper Site #, Area #, and Property ID information.
- 8. Save the spreadsheet as "Fencing. xls."
- Click on the Estimator tab. Go to the File menu and select New/ Assembly to start a new Estimate.
- 10. Click on the **CostList Import** Icon. *CostWorks* will display the "Transfer from CostList" window.
- 11. Click the **Select All** button to highlight all of the data lines. Confirm that the "Use Markups From..." setting is set to "Means".
- 12. Click the **OK** button and *CostWorks* will transfer the data into the Estimator.
- 13. Next, we will run a report. Click the **Reports** menu and then click **Run Reports**.
- 14. From the Select Report dropdown list, choose the **SF Model Report** and *CostWorks* will generate the report. Take a moment, review the report, and then close the "SF Model Report".

- 15. Next save your work. Estimator Projects must be manually saved to retain the data that has been imported into the Estimator. Click the **File** menu and then click **Save As.**
- 16. A "Save CostList File" window will open. The default file name for our project is "Fencing Assembly \_1.xml. Click the **Save** button to save this project.

# Exercise #10: Assembly & Unit Costs Project — "Tanks, Gravity"

- 1. Create a New Project/Model.
- 2. Name the Project "Tanks, Gravity"
- 3. Set the parameters for the project as follows:

• Open Title All of the Following (first category)

• Location Factor National Average Costs

Wage Rate UnionMasterFormat 95

- 4. Click the **Assembly Costs** tab.
- 5. Using any navigation method including the FIMS usage code, 4121, create a CostList consisting of these assemblies:

<b>Assembly Number</b>	Quantity
G3010130 1010	200,000
G3010130 1050	2,250,000

6. Your CostList totals should be:

	<u>Mat.</u>	<u>Inst.</u>	<u>Total</u>
Totals	\$3.624.000.00	\$3,303,500,00	\$6.927.500.00

- Click on the Estimator tab. Go to the File menu and choose New/Assembly to start a new Estimate.
- 8. Click on the **CostList Import** icon. *CostWorks* will display the "Transfer from CostList" window.
- 9. Click the **Select All** button to highlight all of the data lines. Confirm that the "Use Markups From..." setting is set to "Means".
- 10. Click the **OK** button and *CostWorks* will transfer the data into the Estimator.
- 11. Click on the **Unit Costs** tab.
- 12. Using **"Go To"** and **"Search Index"**, create a CostList consisting of this item, 132013006400, Wood tanks, 3" Redwood, 30,000 gallon, quantity 6.
- 13. The CostList should like this:

	Bare Mat.	Bare Labor	Bare Equip.	<b>Bare Total</b>	Total Incl O&P
Totals	\$235,800.00	\$83,400.00	\$0.00	\$319,200.00	\$390,000.00

- 14. Click on the **Estimator** tab and then repeat steps 8 10.
- 15. This Unit cost item has been added to the estimate. However, the line number is not in an **Assembly** Format. The CAIS percentage will be inaccurate since the cost item percentage is outside the standard volumes. We will change that.
- 16. On the **Estimator** tab, double click on the Unit cost item.
- 17. In the lower left area of the Edit Cost item box, click on the **Show Object Details** check box.
- 18. Look down the list for the field called Assembly Line Number. This controls the location within the report and export features.
- 19. Change the Assembly Line Number to a valid Uniformat II number, in this case G3010, and click **OK**.
- 20. The icon changes to a user change designation. Recalc (\$) if necessary and **Save As** or **Export** as appropriate.
- 21. Estimator Projects must be manually saved to retain the data that has been imported into the Estimator. Click the **File** menu and then click **Save As**.
- 22. A "Save CostList File" window will open. Save the project as "Tanks, Gravity Assembly\_1.xml" Click the **Save** button to save this project.

Means CostWorks DOE Seminar Workbook

#### **Attachment 1 - CostWorks Points of Contact**

#### **Department of Energy**

Gary Horn, Office of Engineering & Construction Management (MA-50)
Telephone No. – (202) 586-9296
Email – gary.horn@hg.doe.gov

#### **Energy Enterprise Solutions, LLC**

Norm Ayers, Project Manager Telephone No. – (301) 903-8648 Email – norm.ayers@hq.doe.gov

#### **RS Means, Inc**

Robert Gair, RS Means Project Manager Telephone No. – (202) 285-7826 Email – rgair@rsmeans.com

Software Support

Telephone No. 1-800-334-3509 Email – <u>softwaresupport@rsmeans.com</u> Means CostWorks DOE Seminar Workbook

#### Attachment 2 – CostWorks Installation

Proceed as follows to install CostWorks:

- DO NOT uninstall any previous versions of CostWorks.
   Note: If you have purchased a Network License-Enabled version of CostWorks, please follow the Network Installation Instructions in the next section below.
- 2. Place the CostWorks CD-ROM in your CD-ROM Drive.
- 3. Select Start, Run then your CD-ROM Drive Letter and the Setup.exe file. (e.g. d:\setup.exe)
- 4. Follow the instructions as they appear on the screen. If any previous versions exist, install CostWorks in the same directory.
- 5. If you have a previous version of CostWorks loaded on your computer, you will need to open the 2007 release to access your new data. This is accomplished by starting the program (Start, Programs, CostWorks, then CostWorks again), clicking the **File** menu in CostWorks, clicking on Open Release Update, then clicking "Select Year/release", and clicking to highlight a line that starts with "CostWorks 2007", and then clicking OK.
- 6. You will be asked to enter the Serial Number and Authorization Code when you start the program for the first time. These numbers can be found on the back of the case supplied by RS Means.
- 7. If you have purchased CostWorks from a bookstore or retail outlet, it is necessary to complete a telephone activation sequence. For complete instructions, please refer to the Telephone Activation Certificate included with your software.

<u>Note</u>: CostWorks requires the original CostWorks CD-ROM to be in a local (non-networked) CD-ROM drive in order for the program to operate.

If you wish to order additional titles DO NOT return the CD-ROM. Please call RSMeans at 800-334-3509 and ask for the Sales Department.

<u>CAUTION</u>: The CD-ROM is a read-only compact disk. There is no means to back up this disk. Ensure proper handling and care of your CD-ROM disk to avoid inadvertent loss of information.

#### Windows 2000 & Windows XP users

It may be necessary to have a Local Administrator log in to install the CostWorks program. The first launch of the CostWorks program is also part of the installation procedure. This first launch may require a Local Administrator to log in to help ensure that the Serial Number and Authorization Code register properly.

# **Attachment 2** (cont.) – **CostWorks Network Version Installation**

If you have purchased the Network License-Enabled version of CostWorks, follow these steps for CostWorks Advanced Licensing:

**Step 1:** Copy the **COST2007** folder and all sub-folders from the CD-ROM to a common shared area on the network. The CostWorks users must be given "read/write/modify" permissions to the **COST2007** folder and all of its sub-folders.

**Step 2:** From a workstation, navigate to the **COST2007** folder on the Network and then into the **CWNW** folder inside of it. Run the program LICENSE.EXE.

#### **LICENSE.EXE Icon:**



**Step 3:** From a workstation, contact RSMeans (weekdays 8AM-5PM EST) at 1-800-334-3509 and ask to speak to an Advanced License Operator. The Advanced License Operator will walk you through the steps to configure your license file (LICENSE2007.KEY). Note: Once the file has been authorized, it must remain in this same location.

**Step 4:** Provide the Advanced License Operator with the Code Entry Number and the Network ID.

**Step 5:** Enter the Trigger Code from the Advanced License Operator into the License configuration program and then click the **OK** button when the operator asks you to.

<u>Note</u>: The Trigger Code given to you by the Advanced License Operator does not need to be recorded. It is a one-time-use number and cannot be re-used at a later time.

**Step 6:** Next comes the authorization of the number of concurrent users. Provide the Advanced License Operator with the new Code Entry Number.

**Step 7:** Enter the Trigger Code and Additional Number from the Advanced License Operator into the License configuration program and then click the **OK** button when the operator asks you to.

**Step 8:** You must now do a compact/minimal CostWorks installation to each user's workstation. And then copy the configuration file (LICENSE.CFG) into each end users local CostWork folder. <a href="Note">Note</a>: If you accepted the defaults during installation, the local CostWork folder will be located at C:\Program Files\CostWork

## **Attachment 3 – RPV Bldg. & OSF Plant Models**

Model #	Model Name	Model #	Model Name
inouci <del>n</del>	RS Means Standa		
<b>-</b> 1			
E1	Housing - Small	E21	Post Office/Mail Handling
E2	Housing - Large	E22	Recreation Center/Gym
E3	Auditorium/Meeting	E23	Retail Store
E4	Cafeteria/Dining	E24	Security/Badging
E5	Classroom-Small	E25	Warehouse/Storage (pre-
E6	Classroom-Medium	E26	engineered) Bank/Credit Union
E7	Fire Station	E27	Visitor Center
E8	Garage, Repair	E28	Office 1-story
E9	Hangar	E29	Warehouse, Mini
E10	Indoor Firing Range	E30	Assisted - Senior Living
E11	Office/Lab	E31	College, Dormitory, 2-3 Story
E12	Laundry	E32	College, Dormitory, 4-8 Story
E13	Library	E33	Fraternity/Sorority House
E14	Medical Facility/Clinic	E34	Apartment 1-3 Story
E15	Office-Small	E35	Apartment 4-7 Story
E16	Office-Medium	E36	Apartment 8-24 Story
E17	Office-Large	E37	Hotel 4-7 Story
E18	Parking Structure - Above Ground	E38	Hotel 8-24 Story
E19	Parking Structure - Below Ground	E39	Telephone Exchange
E20	Swimming Pool	L00	relephone Exchange
LZU	<u>Dept. of Energy Cus</u>	tom Buildin	a Models (30)
N1	Bunkers/Magazines	N16	Process Bldg w/Pool
N2	Communication Center/Tele	N17	Process Bldg-Small
N3	Computer Center	N18	Process Bldg-Grian
N4	Day Care Center	N19	Records Storage/Vault
N5	Explosives Handling	N21	Labs-Hard Eng (50/50)
N6	Hardened Storage	N22	Labs-Bio/Environmental (50/50)
N7	High-Bay Facility	N23	Labs-Chemistry (50/50)
N8	Labs-Hard Eng (80/20)	N24	Labs-Physics/Comp (50/50)
N9	Labs-Bio/Environmental (80/20)	N25	Labs-Test/Blast (50/50)
N10	Labs-Chemistry (80/20)	N30	Office with Atrium
N11	Labs-Physics/Comp (80/20)	N31	High Radiation Examination Lab
N12	Labs-Test/Blast (80/20)	N32	Multi-Purpose Facility - large
N13	Machine Shop	N33	Trailer, Real Property
N14	Maintenance Shops	N34	Accelerator - Ring
N15	Paint Shop	N35	Pump Station
	ory Space Key (Lab %/Office %)		p ctation
Luborato	Unique Pantex	Buildina Ma	odels (4)
N36	SNM Component Staging Facility	N38	High Explosive Subassembly Facility
	, , , ,		• ,
N37	Assembly Cell	N39	HE Machining Facility

### **Attachment 3 – RPV Bldg. & OSF Plant Models**

Model #	Model Name	Model #	Model Name
	Dept. of Energy Custom Other Struct	ures & Fa	cilities (OSF) Plant Models
N40	Chilled Water Plant- 9,000T Centrifuga	l N45	Steam Plant (Oil)
N41 N42 N43 N44	Chilled Water Plant- 9,960T Absorption Base Bldg. Steam Power Plant Steam Plant (Coal) Steam Plant (Gas)	n N46	Base Treatment Plant Bldg.

Model No.	Model Name		ı	Model Description	ı		
E1	Housing, Small	This model should be applied to small residential uses such as a house or small apartment. The model is based on a small 3-story apartment building with 8,000 square feet of floor area. The structure is light wood frame, with vinyl siding exterior, asphalt shingle roof, and packaged HVAC units.					
		Perimeter (LF):	213	Location:	National		
		Avg. Floor Area (SF):	2,667	Wage Rate:	Union		
		No. of Stories:	3	Story Height (LF)	10		
E2	Housing, Large	This model should be applie apartments and dormitories building with 45,000 square with brick veneer exterior, b	. The model feet of floor	is based on a large 6 area. The structure is	6-story apartment s light steel frame,		
		Perimeter (LF):	400	Location:	National		
		Avg. Floor Area (SF):	7,500	Wage Rate:	Union		
		No. of Stories:	6	Story Height (LF)	10		
E3	Auditorium	This model should be applied The model is based on a 1- The structure is light steel for built-up membrane roof, and	story building ame, with br	g with 24,000 square ick veneer and CMU	feet of floor area. backup exterior,		
		Perimeter (LF):	640	Location:	National		
		Avg. Floor Area (SF):	24,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	24		
E4	Cafeteria	This model should be applied model is based on a 1-story structure is light steel frame ply membrane roof, and roof	building with with with brick v	n 8,000 square feet of eneer and CMU back	f floor area. The up exterior, single-		
		Perimeter (LF):	368	Location:	National		
		Avg. Floor Area (SF):	8,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	12		
E5	Classroom - Small	This model should be applie facilities. The model is base floor area. The structure is exterior, built-up membrane system.	ed on a 1-sto steel frame,	ory building with 45,00 with brick veneer and	00 square feet of CMU backup		
		Perimeter (LF):	922	Location:	National		
		Avg. Floor Area (SF):	45,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	12		
E6	Classroom - Medium	This model should be applied to uses such as medium size classroon training facilities. The model is based on a 2-story building with 110,0 feet of floor area. The structure is steel frame, with brick veneer and backup exterior, built-up membrane roof, and roof-top HVAC units an air system.					
		Perimeter (LF):	1,890	Location:	National		
		Avg. Floor Area (SF):	55,000	Wage Rate:	Union		
		No. of Stories:	2	Story Height (LF)	12		

Model No.	Model Name		Model Desc	ription	
E7	Fire Station	This model should be applied building with 8,000 square fee block exterior, built-up membra	t of floor area. The	e structure is steel fra	ame, with decorative
		Perimeter (LF):	386	Location:	National
		Avg. Floor Area (SF):	8,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	14
E8	Garage, Repair	This model should be applied based on a 1-story building wir masonry bearing wall with steemembrane roof, and roof-top h	th 10,000 square f el joist, with painte	eet of floor area. The d concrete block exte	e structure is
		Perimeter (LF):	500	Location:	National
		Avg. Floor Area (SF):	10,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	14
E9	Hangar	This model should be applied facilities. The model is based The structure is steel frame, w roof, and unit heaters.	on a 1-story buildi	ng with 20,000 squar	e feet of floor area.
		Perimeter (LF):	580	Location:	National
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	24
E10	Indoor Firing Range	This model should be applied based on a 1-story firing range. The structure is masonry bear built-up membrane roof, and re-	e with 4-6 firing sta ing wall with steel	itions 14,000 square joist, with painted co	feet of floor area. ncrete block exterior,
		Perimeter (LF):	491	Location:	National
		Avg. Floor Area (SF):	14,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	14
E11	Office/Lab	This model should be applied such as a medical diagnostic I square feet of floor area. The veneer and CMU backup exterentral air system.	ab. The model is structure is masor	based on a 1-story barry bearing wall with	uilding with 45,000 steel joists, with brick
		Perimeter (LF):	900	Location:	National
		Avg. Floor Area (SF):	45,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	12
E12	Laundry	This model should be applied 1-story building with 15,000 so brick veneer and CMU backup and central air system.	quare feet of floor a	area. The structure is	s steel frame, with
		Perimeter (LF):	490	Location:	National
		Avg. Floor Area (SF):	15,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	12

Model No. Model Name		Model Description					
E13	Library	This model should be applied to all library facilities. The model is based on a 2-story building with 22,000 square feet of floor area. The structure is steel frame, with brick veneer and CMU backup exterior, single-ply membrane roof, and roof-top HVAC units and central air system.					
		Perimeter (LF):	435	Location:	National		
		Avg. Floor Area (SF):	11,000	Wage Rate:	Union		
		No. of Stories:	2	Story Height (LF)	14		
E14	Medical Facility/Clinic	This model should be applied to all medical clinic and diagnostic type facilities and uses. The model is based on a 1-story building with 7,000 square feet of floor area. The structure is masonry bearing wall with steel joists, with brick veneer and CMU backup exterior, single-ply membrane roof, and roof-top HVAC units and central air system.					
		Perimeter (LF):	380	Location:	National		
		Avg. Floor Area (SF):	7,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	10		
E15	Office - Small	Office - Small  This model should be applied to small office facilities less than 80,000SF. model is based on a 3-story building with 35,000 square feet of floor area. structure is steel frame, with brick veneer and CMU backup exterior, singlemembrane roof, and roof-top HVAC units and central air system.					
		Perimeter (LF):	440	Location:	National		
		Avg. Floor Area (SF):	11,667	Wage Rate:	Union		
		No. of Stories:	3	Story Height (LF)	12		
E16	Office - Medium	This model should be applied 150,000SF. The model is bas floor area. The structure is coply membrane roof, and roof-to-	ed on a 3-story buncrete frame, with	ilding with 80,000 so glass curtainwall ex	juare feet of		
		Perimeter (LF):	670	Location:	National		
		Avg. Floor Area (SF):	26,667	Wage Rate:	Union		
		No. of Stories:	3	Story Height (LF)	12		
E17	Office - Large	This model should be applied 250,000SF. The model is bas floor area. The structure is stemembrane roof, and roof-top H	ed on a 8-story bueel frame, with pre	ilding with 150,000 s cast concrete exterio	quare feet of		
		Perimeter (LF):	520	Location:	National		
		Avg. Floor Area (SF):	18,750	Wage Rate:	Union		
		No. of Stories:	8	Story Height (LF)	12		
E18	Parking Structure - Above Grd.  This model should be applied to above ground parking structures model is based on a 5-story building with 115,000 square feet of structure is concrete frame, with precast concrete exterior, no roomechanical HVAC systems.				r area. The		
		Perimeter (LF):	638	Location:	National		
		Avg. Floor Area (SF):	23,000	Wage Rate:	Union		
		No. of Stories:	5	Story Height (LF)	10		

Model No.	Model Name	Мо	Model Description				
E19	Parking Structure - Below Grd.	This model should be applied a model is based on a 2-story bu structure is concrete frame, wi mechanical HVAC systems.	uilding with 100,00	0 square feet of floor	area. The		
		Perimeter (LF):	900	Location:	National		
		Avg. Floor Area (SF):	50,000	Wage Rate:	Union		
		No. of Stories:	2	Story Height (LF)	10		
E20	Swimming Pool	This model should be applied to enclosed swimming pool facilities. The model is based on a 1-story building with 20,000 square feet of floor area. The structure is masonry bearing wall with steel joists, with brick veneer and CMU backup exterior, single-ply membrane roof, and roof-top HVAC units and central air system.					
		Perimeter (LF):	600	Location:	National		
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	24		
E21	Post Office/Mail Handling	This model should be applied to based on a 1-story building with steel frame, with brick veneer a roof, and roof-top HVAC units	th 13,000 square for and CMU backup	eet of floor area. The exterior, single-ply m	e structure is		
		Perimeter (LF):	468	Location:	National		
		Avg. Floor Area (SF):	13,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	14		
E22	Recreation Center/Gym	This model should be applied a model is based on a 1-story bu structure is steel frame, with pa roof, and roof-top HVAC units	uilding with 20,000 ainted concrete blo	square feet of floor a ock exterior, single-p	area. The		
		Perimeter (LF):	600	Location:	National		
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	25		
E23	Retail Store	This model should be applied facilities. The model is based area. The structure is masonr concrete block exterior, single-central air system.	on a 1-story buildi y bearing wall with	ng with 8,000 square steel joist, with deco	feet of floor prative		
		Perimeter (LF):	360	Location:	National		
		Avg. Floor Area (SF):	8,000	Wage Rate:	Union		
		No. of Stories:	1	Story Height (LF)	14		
E24	Security/Badging	This model should be applied to all security, badging, and site entry processing centers and facilities. The model is based on a 2-story building with 15,000 square feet of floor area. The structure is masonry bearing wall with steel joists, with brick veneer and CMU backup exterior, single-ply membrane roof, and roof-top HVAC units and central air system.					
		Perimeter (LF):	354	Location:	National		
		Avg. Floor Area (SF):	7,500	Wage Rate:	Union		
		No. of Stories:	2	Story Height (LF)	12		

Model No.	Model Name		Model Descri	ption		
(pre-engineered) and support facilit feet of floor area.		and support facilities. The mofeet of floor area. The structure	el should be applied to all pre-engineered type structures used for storage ort facilities. The model is based on a 1-story building with 40,000 square or area. The structure is steel frame, with galvanized steel siding exterior, f, and roof-top HVAC units and central air system.			
		Perimeter (LF):	833	Location:	National	
		Avg. Floor Area (SF):	40,000	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF)	24	
E26	Bank/Credit Union	This model should be applied model is based on a 1-story be structure is a steel frame build backup exterior, single-ply me system.	uilding with 6,200 ling with steel jois	square feet of floor a sts, with brick veneer a	rea. The and CMU	
		Perimeter (LF):	317	Location:	National	
		Avg. Floor Area (SF):	6,200	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF)	14	
E27	This model should be applied to all visitor centers and small museum.  The model is based on a 1-story building with 24,000 square feet of a structure is masonry bearing wall with steel joists, with brick veneer a backup exterior, single-ply membrane roof, and roof-top HVAC units system.			floor area. The and CMU		
		Perimeter (LF):	680	Location:	National	
		Avg. Floor Area (SF):	24,000	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF)	12	
E28	Office 1 - Story	This model should be applied story building with 7,000 squa with a steel roof deck and sing	re feet of floor are	ea. The structure is b		
		Perimeter (LF):	360	Location:	National	
		Avg. Floor Area (SF):	7,000	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF)	12	
E29	Warehouse, Mini	This model is a one-story storage and support building with a 12' story he model is based on a 20,000 square feet of floor area. The model is conc steel frame. Four exterior wall types and structural system options are a customization. The model square foot matrix runs from 2,000 - 100,000 feet.		concrete block re available for		
		Perimeter (LF):	900	Location:	National	
		Avg. Floor Area (SF):	20,000	Wage Rate: Story Height	Union	
		No. of Stories:	1	(LF):	12	

Model No.	Model Name		Model Descrip	otion		
E30	Assisted - Senior Living	This model should be applied to Assisted - Senior Living facilities and uses. The model is based on a 1-story building with 10,000 square feet of floor area and 10' story height. The structure is brick veneer with wood frame and roof-top HVAC units and central air system.				
		Perimeter (LF):	400	Location:	National	
		Avg. Floor Area (SF):	10,000	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF)	10	
E31	College, Dormitory, 2- 3 Story	This model should be applied based on a 3-story building wi height. The structure is face by	th 25,000 square orick with concrete	feet of floor area and block backup with a	12' story	
		frame and roof-top HVAC unit		•		
		Perimeter (LF):	400	Location:	National	
		Avg. Floor Area (SF):	8,333	Wage Rate:	Union	
		No. of Stories:	3	Story Height (LF)	12	
E32	College, Dormitory, 4- 8 Story This model should be applied to residential use as dormitories. The name of based on a 6-story building with 85,000 square feet of floor area and height. The structure is decorative concrete block with a steel frame of HVAC units and central air system.			12' story		
		Perimeter (LF):	500	Location:	National	
		Avg. Floor Area (SF):	14,167	Wage Rate:	Union	
		No. of Stories:	6	Story Height (LF)	12	
E33	Fraternity/Sorority House	This model should be applied The model is based on a 2-sto 10' story height. The structure	ory building with 1	0,000 square feet of	floor area and	
		Perimeter (LF):	300	Location:	National	
		Avg. Floor Area (SF):	5,000	Wage Rate:	Union	
		No. of Stories:	2	Story Height (LF)	10	
E34	Apartment 1-3 Story	This model should be applied model is based on a 3-story b story height. The structure is joists and chilled water, air co	uilding with 22,50 face brick with co	0 square feet of floor ncrete block back-up	area and 10'	
		Perimeter (LF):	400	Location:	National	
		Avg. Floor Area (SF):	7,500	Wage Rate:	Union	
		No. of Stories:	3	Story Height (LF):	10	

Model No.	Model Name	Model Description			
E35	Apartment 4-7 Story	This model should be applied to residential use as a medium apar. The model is based on a 6-story building with 60,000 square feet 10'-4" story height. The structure is face brick with concrete block steel joists and chilled water, air cooled condenser system.			floor area and
		Perimeter (LF):	500	Location:	National
		Avg. Floor Area (SF):	10,000	Wage Rate:	Union
		No. of Stories:	6	Story Height (LF)	10 1/3
E36	Apartment 8-24 Story	This model should be applied model is based on a 15-story 10'-6" story height. The struct frame and chilled water, air co	building with 145,0 ture is ribbed prec	000 square feet of flo ast concrete panel w	or area and
		Perimeter (LF):	442	Location:	National
		Avg. Floor Area (SF):	9,667	Wage Rate:	Union
		No. of Stories:	15	Story Height (LF)	10 1/2
E37	Hotel 4-7 Story	This model should be applied for use as a small hotel or similar facil is based on a 6-story building with 135,000 square feet of floor area height. The structure is face brick with concrete block back-up and and oil fired hot water boiler, wall fin radiation and chilled water fan			and 10' story a steel frame
		Perimeter (LF):	722	Location:	National
		Avg. Floor Area (SF):	22,500	Wage Rate:	Union
		No. of Stories:	6	Story Height (LF)	10
E38	Hotel 8-24 Story	This model should be applied based on a 15-story building wheight. The structure is glass a hot water boiler, wall fin radiat	vith 450,000 squa and metal curtain	re feet of floor area a walls with a steel frar	nd 10' story
		Perimeter (LF):	800	Location:	National
		Avg. Floor Area (SF):	30,000	Wage Rate:	Union
		No. of Stories:	15	Story Height (LF)	10
E39	Telephone Exchange	This model should be applied The model is based on a 1-sto 12' story height. The structure steel joists and a single zone	ory building with 5 is a face brick wi	,000 square feet of flo th concrete block ba	oor area and a ck-up wall with
		Perimeter (LF):	286	Location:	National
		Avg. Floor Area (SF):	5,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF):	12

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Model No.	Model Name		Model Description	on	
N1	Bunkers Magazines	This model should be applied to all a 1-story building with 1,000 square cast-in-place concrete exterior, spec	feet of floor area. The s	tructure is cast-in-place	concrete, with
		Perimeter (LF):	140	Location:	National
		Avg. Floor Area (SF):	1000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF)	14
N2	Communications Center/Telephone	This model should be applied to all facilities and related uses. The moderneare. The structure is masonry bear exterior, single-ply membrane roof,	del is based on a 3-story ring wall with steel joists	building with 25,000 sq , with brick veneer and	uare feet of floor CMU backup
		Perimeter (LF):	440	Location:	National
		Avg. Floor Area (SF):	8,333	Wage Rate:	Union
		No. of Stories:	3	Story Height (LF):	12
N3	Computer Center	This model should be applied to all based on a 1-story building with 100 concrete panels, with tilt-up concret and central air system.	0,000 square feet of floor	area. The structure is	precast
		Perimeter (LF):	1400	Location:	National
		Avg. Floor Area (SF):	100000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF):	14
N4	Day Care Center	This model should be applied on a 1-story building with 10,00 brick veneer, wood trusses, as	00 square feet of floor ar	ea. The structure is wo	od stud with
		Perimeter (LF):	440	Location:	National
		Avg. Floor Area (SF):	10,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF):	12
N5	Explosives Handlings	This model should be applied features. The model is based structure is cast-in-place concurred and unit heaters and packaged	on a 1-story building with tete, with cast-in-place co	5,000 square feet of fl	oor area. The
		Perimeter (LF):	300	Location:	National
		Avg. Floor Area (SF):	5,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF):	14
N6	Hardened Storage	This model should be applied to used for all storage facilities the building with 25,000 square fer precast concrete exterior, built	at are not pre-engineere et of floor area. The stru	<ul> <li>d. The model is based cture is cast-in-place co</li> </ul>	on a 1-story oncrete, with
		Perimeter (LF):	650	Location:	National
		Avg. Floor Area (SF):	25000	Wage Rate:	Union
		No. of Stories:	1	Story Height (LF):	19.7

Model No.	Model Name	n	Model Description			
N7	High-Bay Facility	This model should be applied crane. The model is based on The structure is steel frame, w packaged AC units.	a 1-story building with 7	5,000 square feet of flo	or area.	
		Perimeter (LF):	1150	Location:	National	
		Avg. Floor Area (SF):	75000	Wage Rate:	Union	
		No. of Stories:	1	Story Height (LF):	14	
N8	Laboratory-Hard Engineered (80/20)	This model should be applied to laborand is based on 80% lab space and 100,000 square feet of floor area. The built-up membrane roof, and roof-top	20% office. The model in the structure is steel fram	s based on a 2-story bue, with precast concrete	uilding with	
		Perimeter (LF):	900	Location:	National	
		Avg. Floor Area (SF):	50,000	Wage Rate:	Union	
		No. of Stories:	2	Story Height (LF):	15	
N9 Laboratory- Biology/Environmenta (80/20)		This model should be applied to laboratories used for biology and environmental research and is based on 80% lab space and 20% office. The model is based on a 3-story building with 60,000 square feet of floor area. The structure is steel frame, with precast concrete exterior, built-up membrane roof, and roof-top HVAC units and central air system.				
		Perimeter (LF):	600	Location:	National	
		Avg. Floor Area (SF):	20000	Wage Rate:	Union	
		No. of Stories:	3	Story Height (LF):	14	
N10 Laboratory-Chemistry (80/20)		This model should be applied to laboratories used for chemistry research and is based on 80% lab space and 20% office. The model is based on a 3-story building with 60,000 square feet of floor area. The structure is steel frame, with precast concrete exterior, built-up membrane roof, and roof-top HVAC units and central air system.				
		Perimeter (LF):	600	Location:	National	
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union	
		No. of Stories:	3	Story Height (LF):	14	
N11	Laboratory- Physics/Computer (80/20)	This model should be applied to laboratories used for physics and computer research and is based on 80% lab space and 20% office. The model is based on a 4-story building with 80,000 square feet of floor area. The structure is steel frame, with precast concrete exterior, built-up membrane roof, and roof-top HVAC units and central air system.				
		Perimeter (LF):	600	Location:	National	
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union	
		No. of Stories:	4	Story Height (LF):	14	
N12	Laboratory-Test/Blast (80/20)	This model should be applied to laboresearch and is based on 80% lab sp building with 60,000 square feet of flo concrete exterior, built-up membrane	pace and 20% office.  Ťh oor area.  The structure i	e model is based on a s steel frame, with pred	3-story cast	
		Perimeter (LF):	600	Location:	National	
		Avg. Floor Area (SF):	20000	Wage Rate:	Union	
			•		4-00	

No. of Stories:

Story Height (LF):

17.33

Model No.	Model Name			Model Description		
N13	Machine Shop	model is based	on a 1-story building	nachine shop and support with 20,000 square feet c al roof, and unit heaters a	of floor area. The struc	ture is steel
			Perimeter (LF):	600	Location:	National
			Avg. Floor Area (SF)	: 20000	Wage Rate:	Union
			No. of Stories:	1	Story Height (LF):	14
N14	Maintenance Shops	based on a 1-st	tory building with 20,0	naintenance, trade, and so 00 square feet of floor are unit heaters and package	ea. The structure is ste	
			Perimeter (LF):	600	Location:	National
			Avg. Floor Area (SF)	: 20000	Wage Rate:	Union
			No. of Stories:	1	Story Height (LF):	14
N15	Paint Shop	is based on a 1-	story building with 20	aint shop and support type ,000 square feet of floor a unit heaters and package	rea. The structure is s	
		Pe	erimeter (LF):	600	Location:	National
		Av	g. Floor Area (SF):	20000	Wage Rate:	Union
		No	o. of Stories:	1	Story Height (LF):	14
N16	Process Bldg. with Pool	based on a 1-sto	ory building with 125,0 rick veneer with CMU	ocess facilities with coolir 000 square feet of floor ar backup exterior, built-up	ea. The structure is ca	ist-in-place
		Pe	erimeter (LF):	1650	Location:	National
		Av	g. Floor Area (SF):	125000	Wage Rate:	Union
		No	o. of Stories:	1	Story Height (LF):	14
N17	Process Bldg Small	250,000SF. The	e model is based on a p concrete, with tilt-up	anufacturing and factory to 1-story building with 250 o concrete exterior, built-u	,000 square feet of floo	or area. The
		Pe	erimeter (LF):	2900	Location:	National
		Av	g. Floor Area (SF):	250000	Wage Rate:	Union
		No	o. of Stories:	1	Story Height (LF):	14
N18	Process Bldg Large	250,000-750,00 The structure is	0SF. The model is ba	anufacturing and factory tased on a 1-story building ill-up concrete exterior, b	with 750,000 square fe	eet of floor area.
		Pe	erimeter (LF):	4550	Location:	National
		Av	g. Floor Area (SF):	750000	Wage Rate:	Union
		No	o. of Stories:	1	Story Height (LF):	14

Model No	o. Model Name		Model Description		
N19	Records Storage/Vault	This model should be applied to all model is based on a 2-story building place concrete, with brick veneer w HVAC units and central air system.	g with 150,000 square fee	t of floor area. The stru	cture is cast-in-
		Perimeter (LF):	1,150	Location:	National
		Avg. Floor Area (SF):	75,000	Wage Rate:	Union
		No. of Stories:	2	Story Height (LF):	20
N21	Laboratory-Hard Engineered. (50/50)	This model should be applied to lab based on 50% lab space and 50% square feet of floor area. The structure membrane roof, and roof-top HVAC	office. The model is based ture is steel frame, with pr	d on a 3-story building vecast concrete exterior	vith 100,000
		Perimeter (LF):	900	Location:	National
		Avg. Floor Area (SF):	33,333	Wage Rate:	Union
		No. of Stories:	3	Story Height (LF):	12
N22	Laboratory- Biology/Environmen tal (50/50)	This model should be applied to lab based on 50% lab space and 50% square feet of floor area. The structure membrane roof, and roof-top HVAC	office. The model is based ture is steel frame, with pr	d on a 3-story building vecast concrete exterior	vith 60,000
		Perimeter (LF):	600	Location:	National
		Avg. Floor Area (SF):	20000	Wage Rate:	Union
N23	Laboratory- Chemistry (50/50)	No. of Stories: This model should be applied to lab space and 50% office. The model i area. The structure is steel frame, top HVAC units and central air syst	s based on a 3-story build with precast concrete exte	ing with 60,000 square	feet of floor
		Perimeter (LF):	600	Location:	National
		Avg. Floor Area (SF):	20000	Wage Rate:	Union
		No. of Stories:	3	Story Height (LF):	14
N24	Laboratory- Physics/Computer (50/50)	This model should be applied to lab on 50% lab space and 50% office. of floor area. The structure is steel and roof-top HVAC units and central	The model is based on a frame, with precast concre	4-story building with 80	,000 square feet
		Perimeter (LF):	600	Location:	National
		Avg. Floor Area (SF):	20,000	Wage Rate:	Union
		No. of Stories:	4	Story Height (LF):	14
N25	Laboratory- Test/Blast (50/50)	This model should be applied to lab research and is based on 50% lab with 60,000 square feet of floor are built-up membrane roof, and roof-to	space and 50% office. Ťh a. The structure is steel fr	e model is based on a 3 ame, with precast conc	3-story building
		Perimeter (LF):	600	Location:	Natiional
		Avg. Floor Area (SF):	20000	Wage Rate:	Union
		No. of Stories:	3	Story Height (LF):	17.33

Model No.	Model Name		Model Descriptio	n	
N30	Office with Atrium	The model should be applied to a large building with approximately 33,000 S steel framing supported by concrete fourtain walls. Roofing is EPDM Memberotected. The HVAC system is a conservice with power, lighting, fire alarm includes a cafeteria, computer center based on a building at Thomas Jeffer	F per floor totaling 66,000 foundations. Exterior enclorane trimmed with aluming the model of the foliation of hot water boing public address and tel/or, auditorium support functions.	SF. The structure incluosure is metal wall panenum flashing. The buildi lers and roof top units. Adata cables are provideditions and an atrium. The	ided structural els and glazed ng is fire A 2000 amp d. This model
		Perimeter (LF):	1,530	Location:	National
		Avg. Floor Area (SF):	33,000	Wage Rate:	Union
		No. of Stories:	2	Story Height (LF):	12
N31	High Radiation Examination Laboratory	The estimate is for a 46,416 SF (excl foundation is structural concrete. In a radioactive reactions. The exterior str block. Exterior veneer is a combinatio consist of a basement slab on grade Toilet and locker rooms for employee Heating for the building is provided the Electrical power, control systems and combination of CMU and gypsum pa	ddition there is a barium of ructure is a combination of on of brick, metal siding and and structural concrete flous are included. Fire protect arough a central heating possible to be backup systems have be	concrete core/cell areas f steel framing and reint nd painted finishes. Floo ors. The roof is built up ction system for the fact lant with backup system een provided. Interior co	for observing forced concrete or construction obituminous. ility is included. as in the facility. onstruction is a
		Perimeter (LF):	530	Location:	National
		Total Floor Area (SF):	46,416	Wage Rate:	Union
		Basement	15,472	· ·	
		1st Floor	15,472		
		2nd Floor	15,472		
		3rd Floor	15,472		
		No. of Stories:	3	Story Height (LF)	12
N32	Multi-Purpose Facility - Large	This model applies to a large manufa and office areas. The facility enclose level and a mezzanine level. The str concrete roof framing and deck. The covering and flashings are bituminou roof top units. A 2000 amp service ware provided.	es approximately 1,700,00 ructure contains concrete exterior enclosure is a br is. The HVAC system is a	0 SF; this includes a ba foundations, concrete v ick façade with service combination of hot wat	sement, a first valls and doors. The roof er boilers and
		Perimeter (LF):	4,960	Location:	National
		Total Floor Area (SF):	1,700,000	Wage Rate:	Union
		Basement	300,000		
		First Floor	1,145,000		
		Mezzanine	255,000		
		No. of Stories:	3 partial	Story Height (LF)	152
N33	Trailer- Real Property	The Trailer estimate includes the pur Attached to the trailer are two 10' x 1 perimeter skirt , power, grounding, fil	0' entry platforms and sta		
		Perimeter (LF):	120	Location:	National
		Avg. Floor Area (SF):	500	Wage Rate:	Union
		•			

No. of Stories: 1

Story Height (LF): 10

Model No.	Model Name		Model Description	on	
N34	Accelerator - Ring (TJ Lab)	The estimate includes General Contramechanical & electrical work for a costairways. The tunnel is essentially a interior dimensions of 14' wide by 10 Elevated and slab on grades vary froincluded.	ontinuous electron beam a continuous concrete box high. Dimension vary at	ccelerator tunnel and s approximately 4300 LF access building and sta	upporting Iong with iirways.
		Perimeter (LF):	4,300	Location:	National
		Avg. Floor Area (SF): No. of Stories:	92,400 1 with exception for 6 access stairs @ 2 stories	Wage Rate: Story Height (Ft):	Union 10
N35	Pumping Station	This model should be applied to am reservoir and transfers to a municipa square feet of floor area. The first st support the intake and pump room. The second floor supports mechanic	Il system. The model is b ory is constructed of thick The second floor is enclos	ased on a 2-story buildi ened concrete walls an ed in a prefabricated st	ng with 3024 d slabs that eel building.
		Perimeter (LF):	220	Location:	National
		Total Floor Area (SF):	3,024	Wage Rate:	Union
		No. of Stories:	2	Story Height (LF)	20
				Rating:	5625 GPM

# **Attachment 6 – OSF Plant Model Descriptions**

Model No.	Model Name		Model Des	cription	
N40	Chilled Water Plant - 9,000T Centrifugal Chiller	Plants used to produce cent processes or personal comf Ton Centrifugal chiller plant 10,000 square foot 1 story be exterior, with a metal roof.	ort cooling. To made up of 6	ne design of this mod -1500 Ton centrifuga	del is based on a 9,000 al chillers. The model is a
		Perimeter (LF):	450	Location:	National
		Total Floor Area (SF):	10,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (Ft):	14
N41	Chilled Water Plant - 9,960T Absorption Chiller	Plants used to produce cent processes or personal comf Ton steam absorption chille The model is a 10,000 squa sandwiched exterior, with a Perimeter (LF):	ort cooling. The plant made of	ne design of this modup of 6-1660 Ton ste	del is based on a 9,960 cam absorption chillers.
		Total Floor Area (SF):	10,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (Ft):	14
N42	Base Bldg. Steam Plant	This model is a base design/shell structure for either a gas or oil fired steam plar model is a 4 story, 75,000 steel frame structure with metal siding. The basis of the shell is the N7 Height Bay facility. The user must add the appropriate number ar of the boilers to complete the design of the steam generating facility			ing. The basis of the propriate number and size
		Perimeter (LF):	700	Location:	National
		Total Floor Area (SF):	74,050	Wage Rate:	Union
		No. of Stories:	4	Story Height (Ft):	17.5
N43	Steam Plant (Coal)	Coal-fired boilers used to pr wide distribution for industria 75,000 steel frame structure Bay facility. The model inclichemical treatment systems	al or personal with metal si udes 250,000	comfort purposes. ding. The basis of the Lb/Hr boilers, coal h	The model is a 4 story, ne shell is the N7 Height nandling systems,
		Perimeter (LF):	700	Location:	National
		Total Floor Area (SF):	74,050	Wage Rate:	Union
		No. of Stories:	4	Story Height (Ft):	17.5
N44	Steam Plant (Gas)	Gas-fired boilers used to prodistribution for industrial or professional structures and facility. The model inclute treatment systems and all n	personal comf with metal si udes 250,000	ort purposes. The ding. The basis of the Lb/Hr boilers, gas p	model is a 4 story, ne shell is the N7 Height iping systems, chemical
		Perimeter (LF):	700	Location:	National
		Total Floor Area (SF):	74,050	Wage Rate:	Union
		No. of Stories:	4	Story Height (Ft):	17.5

## Attachment 6 (cont.) – OSF Plant Model Descriptions

Model No.	Model Name		Model Des	cription	
N45	Steam Plant (Oil)	Oil-fired boilers used to prodistribution for industrial or p 75,000 steel frame structure Bay facility. The model inclute treatment systems and all n	personal comb with metal si udes 250,000	fort purposes. The ding. The basis of th Lb/Hr boilers, oil sto	model is a 4 story, ne shell is the N7 Height grage tanks, chemical
		Perimeter (LF):	700	Location:	National
		Total Floor Area (SF):	74,050	Wage Rate:	Union
		No. of Stories:	4	Story Height (Ft):	17.5
N46	Base Treatment Plant Bldg.	This model is a generic desi tertiary sewage treatment ar include the appropriate treat and story height. The mode	nd for water transment equipment	eatment . The mode ent and building squa	el must be modified to are footage, perimeter
		Perimeter (LF):	1,150	Location:	National
		Total Floor Area (SF):	75,000	Wage Rate:	Union
		No. of Stories:	1	Story Height (Ft):	14 ft.

### **Attachment 7**

### Other Structures and Facilities (OSF) System Models

These OSF systems cover the distribution, storage and transmission of water, sewage, storm water, gas, electricity, steam and chilled cooling services. In addition fencing, industrial gases and roads and pavements are included in this list. These models are based on RS Means Assembly and Unit Cost books and require the model users to have accurate information on the number, size and length of these distribution and support systems. The CostWorks Workbook provides guidance on how to create these models including an exercise for you to follow. The estimator should rely on the RS Means Assembly, Mechanical, Plumbing, Site Work and Landscape cost books and the Unit Cost Tab in CostWorks to develop these non-building OSF models. Some of these costs are referenced to the FIMS Usage Code in the RS Means descriptions.

System		FIMS Usage Code: Title	Description (Unit of Measure)
Chilled Wa	ater		
	5769	Towers	Cooling towers used in the production, processing or treatment of chilled water. (Tons)
	5789	Cooling Ponds or Reservoirs	Cooling ponds or reservoirs used in the production, processing, or treatment of chilled water. (Sq. Ft)
	8719	Other Chill Water Systems	Anything not in 8721 & 8731.
	8721	Supply Piping	Piping used to move chill water from points of supply to consumption. (Linear Feet). The RSM assembly and unit cost books have many size pipes to choose from.
	8731	Return Piping	Piping used to move chill water from points of supply to consumption. (Linear Feet). The RSM assembly and unit cost books have many size pipes to choose from.
Electric Tr	ansmis	sion/Distribution	
	8929	Electric Cables, Primary	Primary cable (115 kV or above) distribution networks used to transmit electrical power. (Linear Miles)
	8939	Electric Cables, Secondary	Secondary cable (2.4 to 114kV) distribution networks used to transmit electrical power. (Linear miles)
	8949	Electric Cables, Tertiary	Tertiary cable (less than 2.4 kV) distribution networks used to transmit electrical power. (Linear Miles)
	8961	Poles, Towers	Poles and towers used to support above ground electrical distribution cables. (Each)
	8979	Substations	Substations used to set the voltage or other characteristics in the cable system and ensure electrical power will flow points of supply to demand in an efficient manner. (1000-Volt-Aampere)
	8988	Power Transformers	Power transformers used to change the voltage or other characteristics in the cable system and ensure electrical power will flow from points of supply to demand in an efficient manner. (1000-Volt- Ampere)
Famaina	8989	Distribution Transformers	Distribution transformers used to change primary distribution voltage to secondary voltage and ensure electrical power can flow between the points of supply to demand in an efficient manner. (1000-Volt-Ampere)
Fencing	2429	Fencing (Security)	Barriers used to provide physical security for an installation. This category includes fencing used in perimeter security external to buildings or other structures. (Linear Feet). Barriers also include security gates that control entry and exit of the site. (Each)
	2439	Towers (Security)	Elevated guard towers used in providing physical security to an installation or a specific area at an installation. (Height)

### Attachment 7 (cont.)

### **Other Structures and Facilities (OSF) System Models**

These OSF systems cover the distribution, storage and transmission of water, sewage, storm water, gas, electricity, steam and chilled cooling services. In addition fencing, industrial gases and roads and pavements are included in this list. These models are based on RS Means Assembly and Unit Cost books and require the model users to have accurate information on the number, size and length of these distribution and support systems. The CostWorks Workbook provides guidance on how to create these models including an exercise for you to follow. The estimator should rely on the RS Means Assembly, Mechanical, Plumbing, Site Work and Landscape cost books and the Unit Cost Tab in CostWorks to develop these non-building OSF models. Some of these costs are referenced to the FIMS Usage Code in the RS Means descriptions.

System FIMS Usage Code: Title Description (Unit of Measure)

Oystom		o osuge oode. The	Description (only of Medadire)
Industrial (	Gases		
	4322	Tanks (Combustible Gases)	Tanks used to store combustible gases, other than natural gas, such as acetylene, butane, hydrogen, or propane. (Cubic Feet)
	4331	Tanks (Process Gases)	Tanks used to store noncombustible process gases, such as carbon dioxide, compressed air, or nitrogen. (Cubic Feet)
	8328	Piping (Combustible Gases)	Structures (normally piping) used to distribute other combustible gases, such as acetylene, butane, hydrogen, or propane. (Linear Feet)
	8339	Piping (Industrial, process Gases)	Structures (normally piping) used to distribute other process gases, such as carbon dioxide, compressed air, or nitrogen. (Linear Feet)
Natural Ga	s		
	8329	Piping	Structures (normally pipes) used to distribute natural gas. (Linear Feet) There are various sizes and material pipe selections available in the Assembly and Mechanical unit cost books.
	8369	Metering Stations	Structure where the amount of natural gas passing through the station is recorded. (Cubic Feet per Minute)
	8379	Pumping Stations	Pumping or other support structures used to maintain the pressure or other characteristics in the piping system. These pumps ensure the natural gas will flow from points of supply to demand. This OSF is treated as a building in CostWorks.
Roads/Pav	ements		
	1129	Sidewalks	Paved paths used predominantly for walking or bicycling between two different locations. This category does not include the bridges and tunnels connecting such paths or paved structures used for driving. (Linear Feet)
	1729	Primary Roads	Paved highways or major throughways used as the major arteries on large installations. These roads usually have higher speed limits than secondary paved roads. This category does not include bridges, tunnels, or parking areas. (Linear Miles)
	1739	Secondary Roads	Paved secondary roads on which vehicles travel from the primary roads to their point of destination. These paved roads usually have moderate speed limits to accommodate the number of entry and exit points coupled with potential pedestrian traffic. This category does not include bridges, tunnels, or parking areas. (Linear Miles)
	1749	Tertiary Roads (Unpaved)	Unpaved or unimproved roads. This category does not include bridges, tunnels, or parking areas. (Linear Miles)
	1289	Parking (Aircraft)	Paved areas for parking aircraft. This category does not include runways or taxiways. (Square Yards)
	1789	Parking (Vehicular)	Vehicular parking areas. (Square Yards)
	1239	Taxiways	Paved strips of ground used to move aircraft between locations. This category does not include parking structures or runways. (Linear Feet)
	1229	Runways	Paved strips of ground used for liftoff or landing of aircraft. This category does not include parking structures or taxiways. (Linear Feet)
	1279	Helicopter Landing Pad	Paved areas used to land helicopters. (Square Yards)

### Attachment 7 (cont.)

### Other Structures and Facilities (OSF) System Models

These OSF systems cover the distribution, storage and transmission of water, sewage, storm water, gas, electricity, steam and chilled cooling services. In addition fencing, industrial gases and roads and pavements are included in this list. These models are based on RS Means Assembly and Unit Cost books and require the model users to have accurate information on the number, size and length of these distribution and support systems. The CostWorks Workbook provides guidance on how to create these models including an exercise for you to follow. The estimator should rely on the RS Means Assembly, Mechanical, Plumbing, Site Work and Landscape cost books and the Unit Cost Tab in CostWorks to develop these non-building OSF models. Some of these costs are referenced to the FIMS Usage Code in the RS Means descriptions.

System	F	IMS Usage Code: Title	Description (Unit of Measure)
Sewage Tre	eatment	•	
J	5569	Septic Tanks	Settling tanks in which settled sludge is in immediate contact with sewage flowing through the tanks while solids are decomposed by anaerobic action. (Gallons)
	4521	Tanks	Tanks used to store sewage prior to treatment. (Thousands of gallons)
	8529	Piping, Gravity	Piping networks that use gravity to move sewage from points of generation to treatment, processing or disposal. (Linear Feet) CW has manholes costs that should be included in the piping costs.
	8549	Piping, Pressure	Piping networks that use pressure or pumps to move sewage from points of generation to treatment, processing or disposal. (Linear Feet) CW has manholes costs that should be included in the piping costs.
	8561	Lifting Stations	Pumping or other support structures used to maintain the flow or other characteristics in the network system. These pumps ensure the sewage will be transported between points of origination to processing or disposal. (Gallons per minute)
Steam Gen	eration	& Distribution	
	5819	Other Boilers	These boilers (not-gas, not oil, & not coal-fired boilers) are used to produce steam or high temperature water for installation-wide distribution for industrial or personal comfort purposes. (British Thermal Unit Per Hour)
	8839	Piping, Supply Steam	Lines used to distribute steam. (Linear Feet) These lines may be insulated and of various sizes.
	8849	Piping, Return (Steam Condensate)	Lines used to move steam/condensate from points of consumption to reprocessing. (Linear Feet)
	8828	Piping, Supply (High Temperature Water)	Lines used to distribute high-temperature hot water.
	8829	Piping, Return (Low Temperature Water)	Lines used to move high temperature – hot water from points of consumption to reprocessing. (Linear Feet)
Storm Wate	er		
	4621	Tanks	Tanks used to store storm water prior to treatment. (Thousands of Gallons)
	8629	Piping, Gravity	Piping networks that use gravity to move storm water from points of collection to treatment, processing, or disposal. (Linear Feet)

### Attachment 7 (cont.)

### Other Structures and Facilities (OSF) System Models

These OSF systems cover the distribution, storage and transmission of water, sewage, storm water, gas, electricity, steam and chilled cooling services. In addition fencing, industrial gases and roads and pavements are included in this list. These models are based on RS Means Assembly and Unit Cost books and require the model users to have accurate information on the number, size and length of these distribution and support systems. The CostWorks Workbook provides guidance on how to create these models including an exercise for you to follow. The estimator should rely on the RS Means Assembly, Mechanical, Plumbing, Site Work and Landscape cost books and the Unit Cost Tab in CostWorks to develop these non-building OSF models. Some of these costs are referenced to the FIMS Usage Code in the RS Means descriptions.

System	F	IMS Usage Code: Title	Description (Unit of Measure)
Water, Pota	able		
	4121	Tanks, Gravity	Elevated water tanks that store potable water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them. (Gallons) These components require manually inputting the total cost.
	4161	Tanks, Pressure	Potable water tanks that require pumps or pressure to extract their water. (Gallons) These components may require that the total cost be inputted into CostWorks manually.
	5169	Wells	Wells used to obtain potable water prior to it being distributed through the installation's piping systems or stored in an elevated or pressurized tank. (Gallons per minute)
	8129	Piping	Piping used to move potable water. (Linear Feet)
Fire Protec	tion		
	4141	Tanks, Gravity	Elevated water tanks that store fire protection water and depend on gravity to empty their water. These tanks do not require pumps to extract water from them. (Gallons)
	4181	Tanks, Pressure	Fire protection water tanks that require pumps or pressure to extract their water (Gallons)
	5181	Wells	Wells used to obtain fire protection water prior to it being distributed throughout the installation's piping systems or stored in an elevated or pressurized tank. (Gallons per minute).
	8141	Piping	Piping used to move fire protection water. (Linear Feet) Other components to include are fire hydrants, and manholes.
	8181	Pumping Stations	Pumps used to maintain the pressure or other characteristics in the piping system. These pumps ensure that fire protection water will flow from points of supply to demand. (Gallons per minute)

### **Attachment 8 – Pantex Model Descriptions**

#### Model No.

#### **Model Name**

#### **Model Description**

N36

SNM Component Staging Facility The SNM Component Staging Facility is a 47,987 GSF cast-in-place concrete building. The perimeter is 1,041 LF and the height varies from 27ft to 11ft. There is a partial first floor of 10,300 SF. The majority of the exterior wall is 24" thick but there is a small area where it is 40" thick. The interior partitions are a mix of CIP and drywall. The foundation is a 1'-3" concrete mat foundation. There is a low entrance link building comprised of industrial type siding and metal roofing (there is also a PH with the same construction). The finishes are a combination of exposed structure and ACT ceilings with resinous flooring and acoustical wall panels. Heat is brought into the building by existing HP steam service. There are 11AHU's, two packaged dehumidifiers, 11 FCU's and a 130 Ton reciprocating chiller. The building is fully sprinkled.

Perimeter (LF): 1,041 Location: National
Total Floor Area (SF): 47,987 Wage Rate: Union
No. of Stories: N/A Story Height (LF) N/A (VARIES)

N37 Assembly Cell

This facility comprises of a central single story 27ft wide corridor & storage "spine" constructed with 12" thick reinforced concrete retaining walls with counter forts and a steel roof deck with steel beam supports. Attached to this spine (two from the North and two from the south) are four single story reinforced concrete circular assembly cells each with a cantenary roof beneath approximately 20ft of fill. The cells have blast resistant entry doors. Each assembly cell contains the following reinforced concrete below grade support spaces; Mech. room; tooling staging; SNM staging; corridor; inert parts staging; equipment airlock; personnel corridor. At each end of the spine is a prefabricated building with insulated metal siding approximately 58ft long x 40ft wide containing the main mechanical and electrical rooms and an entrance ramp also constructed from a prefabricated structure approximately 56ft x 17ft.

Perimeter (LF): 2,575 Location: National Total Floor Area (SF): 36,604 Wage Rate: Union No. of Stories: 1 Story Height (LF) N/A

N38 High Explosive Subassembly

Facility

Single story complex comprising a central reinforced blast-proof concrete core containing 15 assembly bays and one vacuum chamber which are separated by a blast proof sand filled containment area. The central core is buried under compacted earth fill with erosion control. This central core is ringed by a 16 ft wide service corridor constructed from structural steel framing with a metal panel exterior closure & roofing system. The steel frame is specially reinforced at the entrance of each assembly bay to form a fragment shield. The entire structure is constructed off an nmat foundation. The facility is entered by a pre-fabricated ramp building.

Perimeter (LF):1,521Location:NationalTotal Floor Area (SF):90,222Wage Rate:UnionNo. of Stories:1Story Height (LF)16

N39 High Explosive Machining Facility The HE Machining facility is a 49,600 GSF single story facility. The building is divided into the HE Machining facility (23,500 GSF) and the adjacent support area (26,100 GSF). The HE machining facility is comprised of eleven 600 SF lathe/milling rooms and one large equipment room. All the HE rooms are constructed of blast resistant concrete walls & slabs. The rooms are separated from a HE corridor by blast resistant CIP concrete vestibules and blast resistant doors. Each lathe/milling room contains an exterior door protected with blast resistant exit mazes. The HE machining facility is constructed on a 48" thick mat slab. Support areas and HE corridor are on a 6" slab. The HE corridor has a precast slab and beams. Support spaces are constructed of a CIP concrete deck with rib joists and concrete columns supported on caissons. The roof is a flat EPDM roof and the exteriors are EIFS finish on reinforced CIP concrete walls. Each lathe/milling room contains a full height removable access panel. Interior partitions are CMU or GWB partitions in the support areas and are blast resistant CIP concrete in the HE facility. There is 6,557 GSF prefab ramp building with metal siding and roofing.

Perimeter (LF):1,033Location:NationalTotal Floor Area (SF):49,600Wage Rate:UnionNo. of Stories:1Story Height (LF)42

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